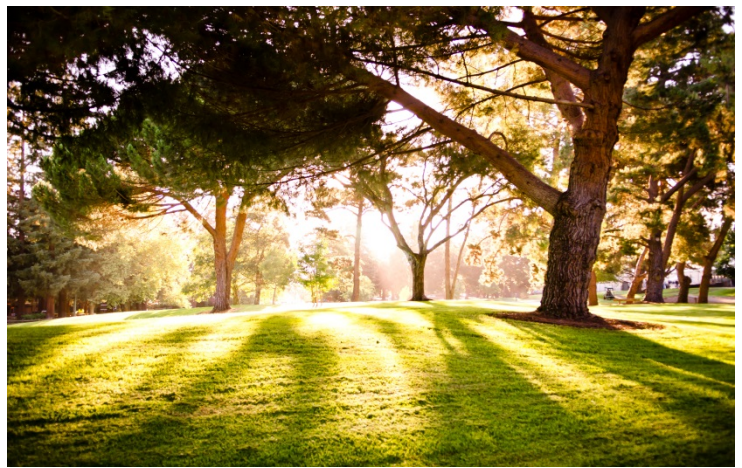




# Fiscal Year 2014-15 Proposed Budget



City of Mountain View, California



**Mission Statement:**

The City of Mountain View provides quality services and facilities that meet the needs of a caring and diverse community in a financially responsible manner.

# **THE CITY OF MOUNTAIN VIEW, CALIFORNIA OPERATING BUDGET FISCAL YEAR 2014-15**

CITY COUNCIL:

Chris Clark, Mayor  
John McAlister, Vice Mayor

Margaret Abe-Koga  
Ronit Bryant  
John Inks  
R. Michael Kasperzak, Jr.  
Jac Siegel

Submitted by:  
Daniel H. Rich, City Manager

Prepared by:  
Patty J. Kong, Finance and Administrative Services Director  
Suzanne Niederhofer, Assistant Finance and  
Administrative Services Director  
Helen Ansted, Principal Financial Analyst  
Elliot Young, Administrative Analyst  
Rafaela O. Duran, Administrative Analyst

# City of Mountain View California

## City Officials

### City Council

Chris Clark, Mayor

John McAlister, Vice Mayor

Margaret Abe-Koga

Ronit Bryant

John Inks

R. Michael Kasperzak, Jr.

Jac Siegel

### City Staff

Daniel H. Rich, City Manager

Jannie L. Quinn, City Attorney

Lorrie Brewer, City Clerk

Melissa Stevenson Dile, Assistant City Manager

Roger Jensen, CIO/Information Technology Director

Patty J. Kong, Finance and Administrative Services Director

Randal Tsuda, Community Development Director

Michael A. Fuller, Public Works Director

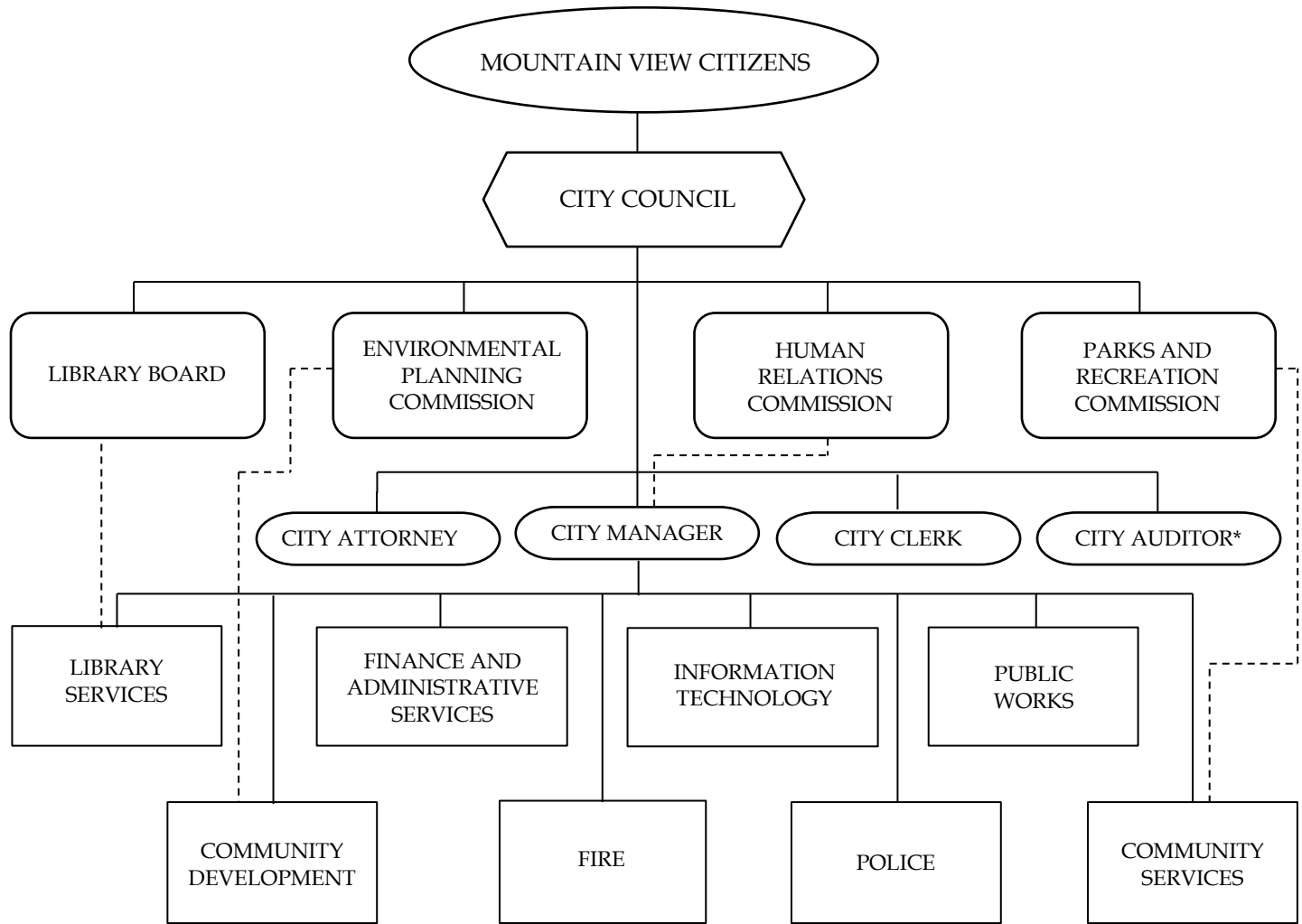
J.P. de la Montaigne, Community Services Director

Rosanne M. Macek, Library Services Director

Bradley C. Wardle, Fire Chief

Scott S. G. Vermeer, Police Chief/ Assistant City Manager - Public Safety

# CITY GOVERNMENT ORGANIZATION



**KEY:**

 ELECTED	 LINE OF COMMAND
 APPOINTED BY COUNCIL	 STAFF SERVICES
 APPOINTED BY CITY MANAGER	

FISCAL YEAR 2014-15 POSITION TOTALS:

7.0	Councilmembers
24.0	Commission and Board Members
562.25	Full-Time and Regular Part-Time
10.00	Limited-Period
58.79	Hourly Positions

\* Finance and Administrative Services Director serves as City Auditor.

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# INTRODUCTION



OFFICE OF THE CITY MANAGER

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650-903-6301 • Fax 650-962-0384

June 10, 2014

Honorable City Council  
City of Mountain View

FISCAL YEAR 2014-15 PROPOSED OPERATING BUDGET

Honorable Mayor Clark and Members of the City Council:

We are pleased to present for your consideration the Proposed Operating Budget, based on Council input from the Narrative Budget Study Session held on April 29, 2014. Formal adoption of the budget is scheduled after a public hearing on June 17, 2014. This memo summarizes the Proposed Budget.

**INTRODUCTION**

The City's financial health is shaped, to a large degree, by economic forces beyond the City's control and has been significantly impacted by what has become known as the "Great Recession" that began in December 2007. Although this recession was officially declared over as of December 2009, the recovery has been long and slow. For four years, Fiscal Years 2009-10 through 2012-13, the General Operating Fund (GOF), the single largest City fund which provides funding for core City services, experienced structural deficits in which ongoing revenues were insufficient to meet ongoing expenditures. These deficits were thoughtfully addressed, taking the necessary actions to adopt structurally balanced budgets in order to provide a strong foundation for economic recovery.

Fiscal Year 2013-14 was the first year where strong revenue growth was able to support expenditure growth without budget reductions. As of March 2014, the unemployment rate in the City is 4.5 percent, consumer confidence has begun to rise, and housing and property values have regained prerecessionary levels in Mountain View. In addition, the City's sound fiscal practices and budget discipline have allowed the City to maintain its AAA credit rating, a status few other California cities can claim.

Building on this strong financial record and continued revenue growth, this is the second budget cycle since the "Great Recession" began that is balanced without any reductions, and it includes a few new expenditures for high-priority programs. This

document includes the proposed budget for all City funds and includes a structurally balanced General Operating Fund budget for Fiscal Year 2014-15.

The Fiscal Year 2014-15 budget document is divided into seven sections:

1. Introduction – includes a summary of the City’s overall financial plan;
2. City and Community Information – includes the community profile and other information about the City;
3. General Operating Fund 10-Year Long-Range Financial Forecast – includes the General Operating Fund revenue and expenditure forecast;
4. Department Budgets – includes operating plans for all City departments;
5. Fund Schedules – includes proposed budgets for all funds;
6. Capital Improvement Projects – includes the Proposed Five-Year Capital Improvement Program; and
7. Miscellaneous Information – includes budget process, position listing, debt administration and payments, and other information.

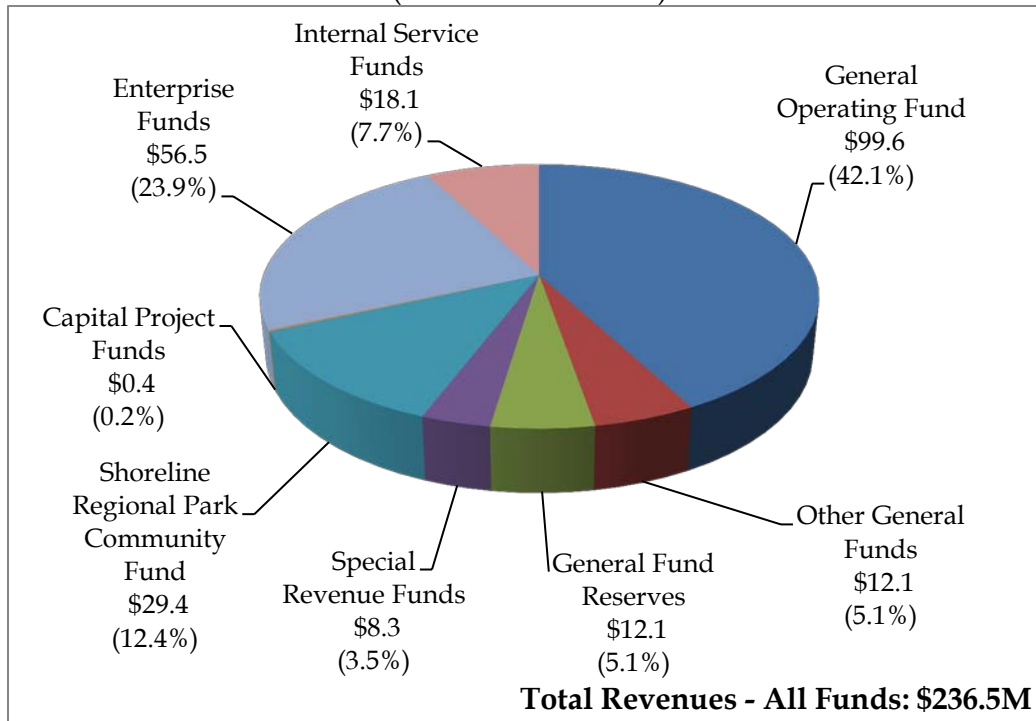
This budget has been prepared in accordance with Section 1103 of the City Charter, the State Constitutional limit on the proceeds of taxes, and all applicable regulations.

### **FISCAL YEAR 2014-15 BUDGET OVERVIEW**

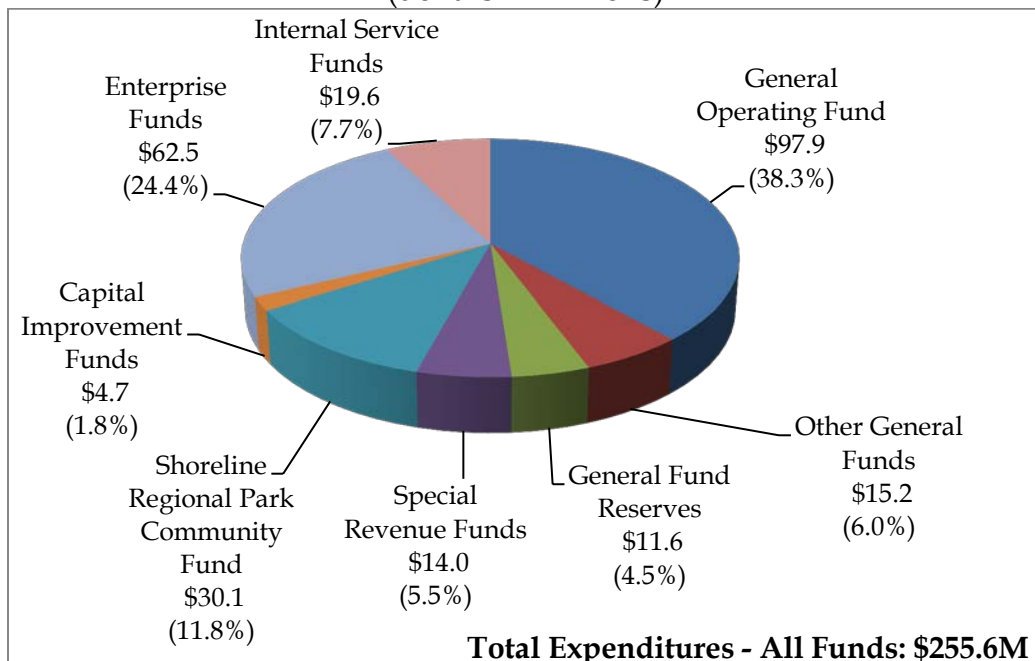
The Proposed Budget for Fiscal Year 2014-15 totals \$236.5 million in revenues and \$255.6 million in expenditures. Expenditures are greater than revenues as some expenditures, such as capital projects, are funded from existing available resources. The Fund Schedules section of this document presents the City’s financial picture in detail.

Total Revenues and Expenditures by Fund are as follows:

Total Fiscal Year 2014-15 Revenues – All Funds  
(dollars in millions)



Total Fiscal Year 2014-15 Expenditures – All Funds  
(dollars in millions)



## **GENERAL OPERATING FUND**

The General Operating Fund is the single largest City fund and supports the core services provided by the City, including Police, Fire, Parks, Recreation, Library Services, some Planning and Public Works, and Administration. This fund was significantly impacted by the economic downturn and experienced structural budget deficits. As a result of four years of strategic adjustments, the City has been able to minimize the negative impacts on our residents and customers and preserve a wide range of high-quality services.

At the Narrative Budget Study Session, staff projected a General Operating Fund (GOF) balance of \$2.0 million for the end of Fiscal Year 2014-15, which included recommended discretionary and non-discretionary increases of \$578,100. At that meeting, Council proposed additions to the recommendations as follows:

### Limited-Period:

- Housing Boomerang Funds: \$140,800 from one-time funds received and \$51,000 to be reviewed annually.
- Community Choice Aggregation: \$30,000
- Sister City (40th Anniversary and Community Sponsorship): \$5,500

In addition, these items have been added by staff to the Proposed Budget and are as follows:

- Potential Charter Amendment Measure for Council compensation (limited-period): \$67,000
- Wind down of Energy Upgrade Mountain View Program (limited-period): \$35,000
- PG&E costs for Parking Structure (Parking Fund) (ongoing): \$13,200
- Newly elected Council per-term allowance (limited-period): \$11,400

These items have all been included in the Proposed Budget and are itemized in the Miscellaneous Information section beginning on Page 7-6. Additional Narrative Budget follow-up information is included in Attachment 1.

The GOF Proposed Budget is summarized below (dollars in thousands):

Total Revenues	\$99,644
Total Expenditures	(96,947)
Operating Balance	2,697
Contribution to OPEB	(1,000)
Ending Balance	\$ <u>1,697</u>

Details of the proposed GOF revenues and expenditures are included on Page 5-4 and in the General Operating Fund 10-Year Long-Range Financial Forecast section of this document. A summary of the Fiscal Year 2014-15 General Operating Fund Proposed Budget is discussed beginning below.

#### **General Operating Fund 10-Year Long-Range Financial Forecast**

Included in this Proposed Budget document is the General Operating Fund 10-Year Long-Range Financial Forecast (Forecast). The practice of forecasting is an important part of a city's financial planning process and while it can be challenging to precisely forecast local government revenues due to the variable nature of the revenue sources and their connection to regional, State, national, and international economic conditions, it is possible to identify reasonable financial trends and provide a conceptual financial picture for a multi-year period and is useful to the City's decision-making. The Forecast demonstrates the projected fiscal outlook for the GOF, including the proposed budget changes for Fiscal Year 2014-15.

In summary, the updated projections indicate continued improvement in the economic recovery with increases in all major revenue categories (e.g., Property Taxes, Sales Tax, Transient Occupancy Tax, and Utility Users Tax) until the next downturn in the economic cycle which is projected to occur within this 10-year period. General Operating Fund expenditures are projected with anticipated increases in health care and significant increases in retirement costs beginning in Fiscal Year 2016-17.

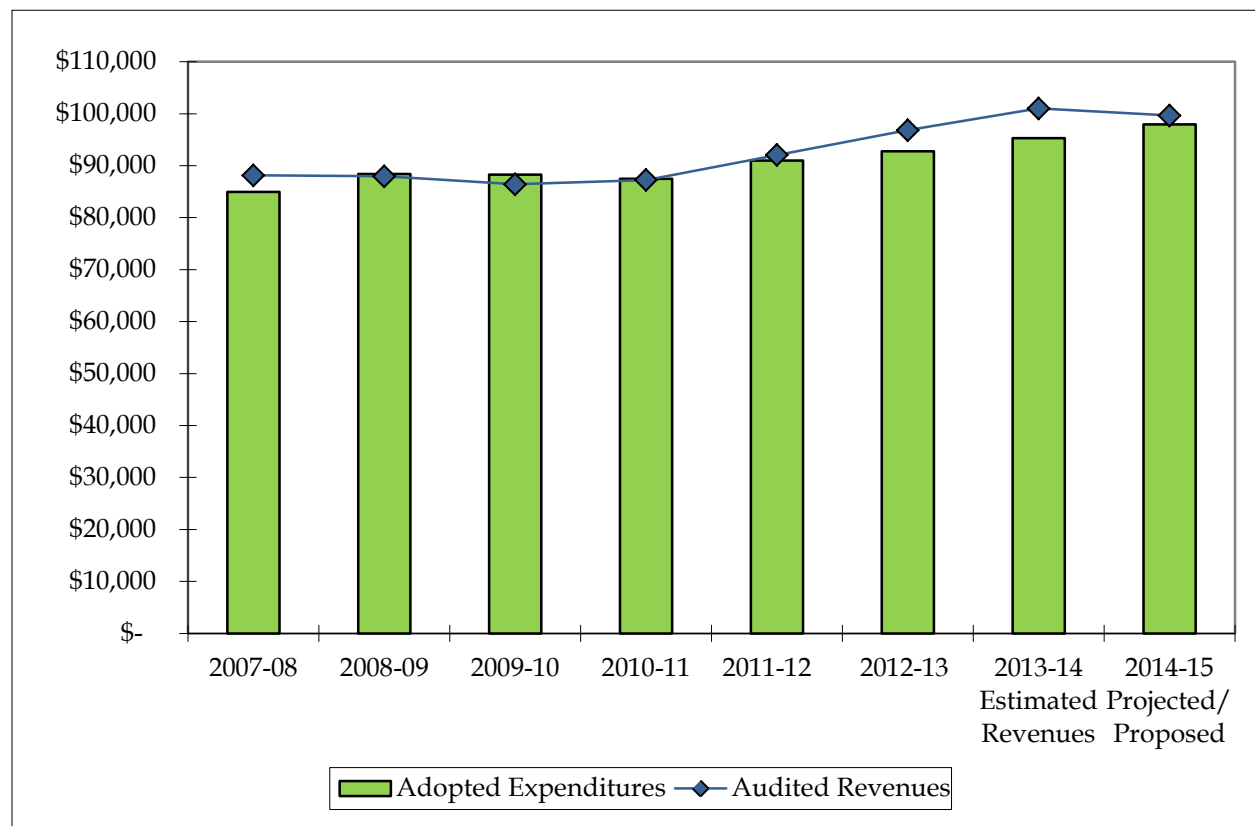
#### **Fiscal Year 2014-15 General Operating Fund**

##### **Revenues**

Fiscal Year 2014-15 General Operating Fund revenues are proposed (including the reclassification of the loan repayment and Development Services revenues) at \$99.6 million. Without the reclassifications, Fiscal Year 2014-15 revenues would be 7.0 percent and 3.4 percent higher than Fiscal Year 2013-14 adopted and estimated,

respectively. However, with the reclassifications, revenues are 2.1 percent higher compared to Fiscal Year 2013-14 adopted and 1.3 percent lower compared to Fiscal Year 2013-14 estimated revenues. All major categories of revenues (e.g., Property Taxes, Sales Tax, and Other Local Taxes, etc.) are projected to increase compared to the Fiscal Year 2013-14 Adopted Revenues. However, investment earnings continue to be very modest and are projected to continue to decline as higher-yielding securities are reinvested in the current lower-interest-rate environment.

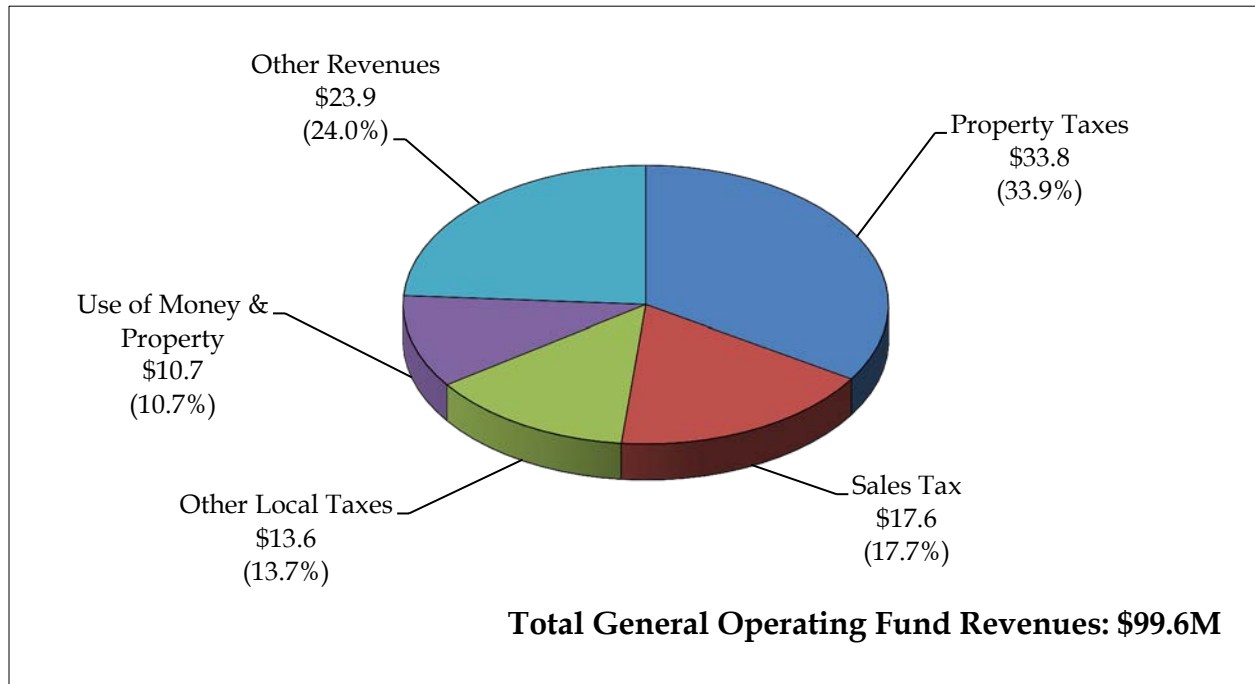
A chart of revenues and expenditures since Fiscal Year 2007-08 is as follows (dollars in thousands):



This table demonstrates the minimal margin existing between General Operating Fund revenues and expenditures. The adopted expenditures in the table include budget savings adopted and it is important to note that for Fiscal Years 2009-10 through 2011-12, the actual budget saving results were greater than adopted and were necessary to maintain a positive operating budget due to actual revenue shortfalls compared to budget. However, in Fiscal Years 2012-13 and 2013-14, the budget savings are less than the budget savings adopted.

A summary of the major categories of GOF Revenues in the Fiscal Year 2014-15 Proposed Budget is as follows:

General Operating Fund Revenues  
Fiscal Year 2014-15  
(dollars in millions)



\* Other Revenues is comprised of Licenses, Permits and Fees, Fines and Forfeitures, Intergovernmental, Charges for Services, Miscellaneous, and Interfund Revenues/Transfers.

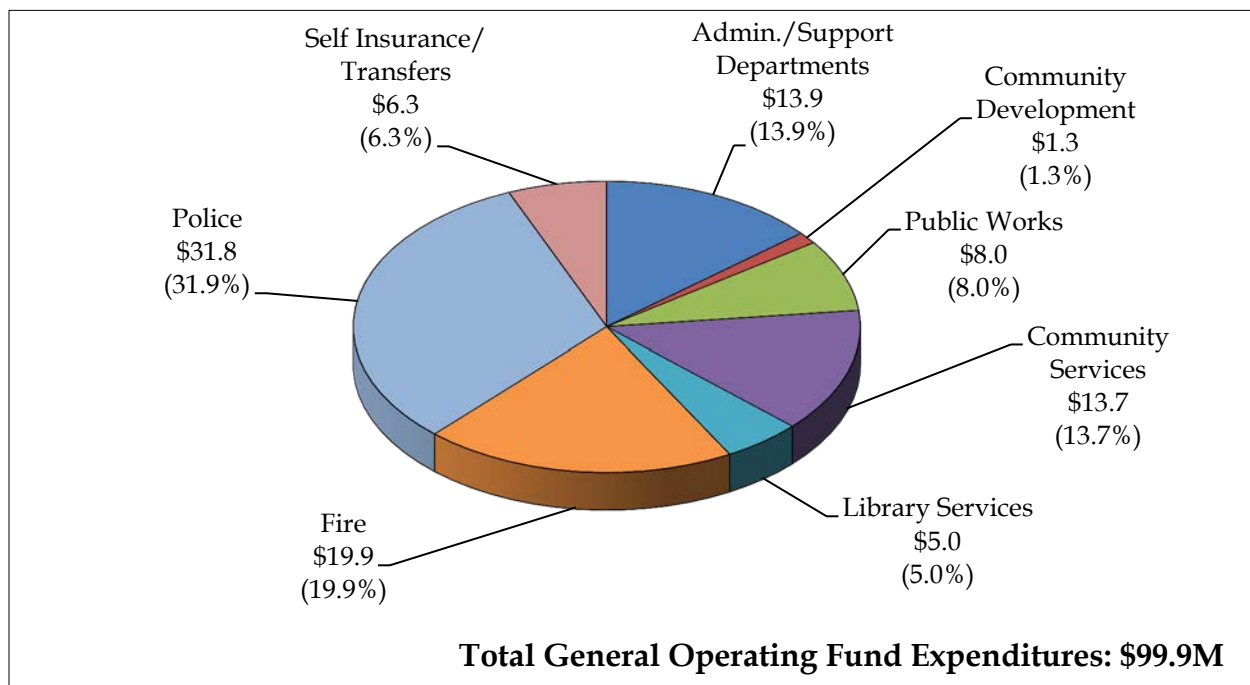
\* Other Local Taxes is comprised of Transient Occupancy Tax (TOT), Utility Users Tax (UUT), and Business Licenses.

## Expenditures

Fiscal Year 2014-15 General Operating Fund Expenditures are proposed at \$97.9 million which includes the \$2.0 million of anticipated budget savings and the \$1.0 million limited-period transfer for the Retirees' Health Liability. Based on including the transfer of development-related expenditures to the Development Services Fund, expenditures are increasing 2.8 percent compared to the Fiscal Year 2013-14 Adopted Budget. However, without the transfer of Development Services expenditures, Fiscal Year 2014-15 expenditures would be 4.4 percent higher than Fiscal Year 2013-14 adopted. This essentially represents a "status quo" budget which preserves current service levels with minor increases to high-priority programs. Although service levels generally are not increasing, the City's costs continue to rise.

The major components of GOF expenditure costs by department are as follows:

General Operating Fund Expenditures  
Fiscal Year 2014-15  
(dollars in millions)



\* Admin./Support Departments include: City Council, City Clerk, City Attorney, City Manager, Information Technology, and Finance and Administrative Services.

Note: Does not include the \$2.0 million anticipated budget savings, but does include the \$1.0 million transfer for Retirees' Health Liability.

### Fiscal Year 2014-15 Proposed Budget Changes

The City Council reviewed and endorsed the following recommended non-discretionary and discretionary expenditure increases:

#### Non-Discretionary Increases

Non-discretionary increases totaling \$367,200 are proposed to fund existing and new required operational costs, such as increases in City utility costs, PG&E, and information technology software and hardware maintenance. A complete listing of non-discretionary items is included in the Miscellaneous Information section (see Page 7-6). Key components are as follows:

- City Utility Costs: \$218,800

Provides increased funding for City utility services used by City departments.

- PG&E Cost Increase: \$110,000

Provides funding for PG&E's annual rate increase and the addition of the new Teen Center.

- Software and Hardware Maintenance: \$15,500

Provides funding for new and existing software and hardware that requires annual maintenance or license contracts. This cost increase is primarily related to the new WiFi to be installed at City facilities as a result of Google grant funds.

#### Discretionary Increases

New discretionary expenditures totaling \$210,900 are proposed to fund high-priority ongoing programs. These new expenditures are offset by \$175,000 in new revenues for a net impact of only \$35,900. A complete listing of discretionary items is included in the Miscellaneous Information section (see Page 7-8). Key components are as follows:

- Amphitheatre/Special Events: \$67,800 (offset by \$124,000 reimbursement revenue)

Provides increased funding for Reserve Officer and Police Officer pay to work Amphitheatre and special events. Amphitheatre events are fully cost recovered and include a 15.0 percent administrative fee.

- Recreation City-Wide Event Programming: \$41,000 (offset by \$25,000 in sponsorship revenue)

Provides funding to continue City-wide events such as Thursday Night Live and increased funding for events such as the Holiday Tree Lighting, Halloween Bash, and Community Yard Sale as well as advertising, marketing of events, and to replace banners on a four-year schedule.

- Library Materials: \$25,000

Provides increased funding for books and Library materials loaned to the public.

- Aquatics Staffing: \$21,000 (offset by \$21,000 lesson revenue)

Provides increased funding for hourly staffing to provide lessons. This funding brings the budget for staffing to current levels.

- PERS Health Program (PEMHCA) Administrative Fee: \$12,000

Provides funding for the PEMHCA administrative fee. This fee is assessed on the monthly premium to cover administration of the program and cannot be included in the health premiums.

- Mountain View Police Activities League (MVPAL): \$5,000

Provides funding for MVPAL. MVPAL is primarily a youth crime-prevention program that relies on educational, athletic, and other recreational activities to cement a bond between Police Officers and youth. Studies have shown that if a young person respects a Police Officer on the ball field or in the classroom, the youth is more likely to respect the laws that Police Officers enforce. Such respect is beneficial to the youth, the Police Officer, the neighborhood, and the business community. This budgeted amount will support various MVPAL programming such as boxing, soccer, tennis, and other programming.

- Council Procedures Committee (CPC) Recommendations for Council's Budget: \$2,800

Provides increased funding in the Council's budget (\$1,800 travel reserve account and \$1,000 for Mayors Innovation Project) as recommended by the CPC on April 8, 2014. The travel and training budget was reduced as part of the budget balancing

during this past recession while travel and training costs continued to rise. Rather than increasing the individual Councilmember's training budget, the CPC recommended an increase in the reserve to make funds available, as needed, as determined by the Mayor. The CPC also recommended including the membership to the Mayors Innovation Project.

#### Limited-Period Recommendations

There is an estimated total of \$6.5 million available for limited-period expenditures from the Fiscal Year 2013-14 estimated operating balance and one-time revenues. There are uses proposed for \$1.1 million of this available funding and are itemized in the Miscellaneous Information section (see Page 7-15). Some of the major items proposed to be funded as limited-period expenditures are as follows:

- Housing Boomerang Funds: \$191,800 (limited-period)

The Cities Association of Santa Clara County, Housing Trust Silicon Valley, and Silicon Valley Leadership Group have joined together to support regional efforts to increase funding for affordable housing in our communities. As a result of the dissolution of redevelopment agencies (RDAs) and the loss of the previous 20.0 percent housing set-aside for low- and moderate-income housing, the proposal identifies two potential streams of revenue: (1) the one-time funds that were unencumbered; and (2) the ongoing funds that are distributed to cities previously directed to RDAs. These have been deemed "boomerang" funds. This provides funding for the one-time unencumbered funds (\$140,800) and 20.0 percent of the net ongoing funds (\$51,000), to be reviewed annually.

- Firefighter Recruits: \$187,500

Provides funding for three Firefighter recruits to attend the Firefighter Academy for three months and approximately one-month transition-to-shift period.

- November 2014 Election: \$167,000

Provides (\$100,000) funding for the November 4, 2014 General Municipal Election and additional funding (\$67,000) to add the potential Charter Amendment Measure for Council compensation to the ballot.

- Mobility Coordinator Position: \$150,000

Provides funding for a new Mobility Coordinator position. This is intended to be a two-year, limited-term position to focus on furthering the Council goal of Improve Bicycle and Pedestrian Mobility. This new position would provide expertise in developing policies, guidelines, and projects; support the B/PAC; and provide input on private development projects. It will also free up some staff resources in Traffic Engineering and Transportation to focus on other priorities. A portion (\$50,000) of the annual funding is proposed to be funded from the recently provided Google Bike and Pedestrian grant.

- Associate Civil Engineer – Traffic (0.65): \$110,500

Provides funding for 0.65 FTE of an Associate Civil Engineer position (the other 0.35 FTE is proposed to be funded from the Development Services and Shoreline Regional Park Community Funds). This position will support the increased workload in the Traffic Section due to the high levels of private development activity.

- Communications Coordinator Position (0.50): \$70,000

Continuation of funding for a half-time Communications Coordinator position located in the City Manager's Office.

- Financial Analyst I/II Position (0.25): \$35,000

Continuation of funding for 0.25 FTE of a Financial Analyst I/II position to add to a current 0.75 FTE position needed to relieve workload in the Finance and Administrative Services Department.

- Wind Down of Energy Upgrade Mountain View: \$35,000

Provides funding for a six-month extension of the program through December 31, 2014. The goal would be to sign up 200 new program participants and an additional reduction of 168,000 pounds of greenhouse gas (GHG) emissions. This program was originally funded by a Federal grant to December 31, 2012, and extended through Fiscal Year 2013-14 with limited-period funding.

- Community Choice Aggregation: \$30,000

A presentation about the possible formation of a Community Choice Aggregation (CCA) District by Santa Clara County cities was made at the March 2014 Cities Association Board meeting. California State law allows cities and counties to pool their residential, business, and municipal electricity loads and to purchase and/or generate power on their behalf through the formation of a JPA or special district, or CCA. Energy transmission, distribution, repair, and customer service functions remain with the local utility.

Undertaking a CCA feasibility study, at a projected cost of \$60,000 to be shared by interested jurisdictions, has been briefly discussed by agency representatives. The cost per agency would depend on the number of participants. This provides placeholder funding, not to exceed \$30,000, for the City to participate in the feasibility study.

- Civica Website Training: \$20,000

Continuation of funding for training of department users to enable them to maintain the content of the redesigned website on an ongoing basis.

- Council Team Building: \$2,500

Provides funding for Council team building. With the 2014 election and three new members joining the Council, funds are being requested by the CPC for a Council team building in early 2015.

- Sister Cities: \$5,500

- Fortieth (40th) anniversary of Sister City with Iwata, Japan: \$5,000

This year represents the 40th anniversary with our sister city relationship with Iwata, Japan. To celebrate, a delegation of 10 guests, including the Mayor from Iwata, will visit Mountain View. This provides funding to the Mountain View Sister City Affiliation (MVSC) in an amount not to exceed \$5,000.

- Sister Cities International Request for Community Sponsorship: \$500

This year's 2014 Sister Cities International Annual National Conference and Leadership Meeting is to be held in San Jose from July 31 to August 2, 2014. As a local partner of the conference, the Host Organizing Committee is asking each city member of the NORCAL Chapter to contribute a \$500 shared cash sponsorship.

### **General Fund Carryover Available for Allocation**

The Fiscal Year 2013-14 estimated GOF operating balance of \$4.8 million, in addition to one-time revenues, expenditure savings, and the reimbursement from Development Services, provides for an estimated \$6.5 million available in the General Non-Operating Fund. The Proposed Budget includes \$1.1 million of these funds for new limited-period expenditures (excluding rebudgets) and \$1.7 million in non-discretionary transfers to reserves (\$220,000 General Fund Reserve, \$1.2 million Compensated Absences Reserve, and \$300,000 Workers' Compensation Reserve). Of the remaining balance, currently estimated at \$3.7 million, \$1.0 million is proposed to be transferred to the Retirees' Health OPEB Trust, \$1.0 million is proposed to be transferred to Public Employees Retirement System (PERS), and the remaining balance between \$1.0 to \$2.0 million is proposed to be transferred to the Capital Improvement Reserve.

### **OTHER MAJOR FUNDS**

#### **Other General Funds**

##### **Development (formerly Building) Services Fund**

Building Services is a General Fund program, separated from the General Operating Fund, in order to facilitate better tracking and accounting. This separation was set up to allow for an effective way to match revenues and expenditures and to provide the Building Inspection Division with sufficient support to sustain a consistent high level of service throughout fluctuations of the development cycle. For Fiscal Year 2014-15, in order to provide a more comprehensive picture of the development process and to more accurately align all development related revenues and expenditures, staff is proposing to consolidate all development-related functions within the City into a Development Services Fund. Staff is also working on developing two reserves for Development Services, one for the funding of the next General Plan and another related to technology, Green Building Code, and Strong Motion Instrumentation Program (SMIP) fees.

Fiscal Year 2014-15 revenues are projected at \$9.4 million and expenditures are proposed at \$12.5 million, including the proposal to consolidate all aspects of development-related services. The proposed continuation of limited-period positions, as well as new limited-period positions, will continue to provide additional resources during a period of unusually high development activity. There are sufficient funds available to support these expenditures.

#### Shoreline Golf Links Fund

Fiscal Year 2012-13 was the first full year of management of the golf course by Touchstone Golf, LLC (Touchstone). Touchstone continues to improve the financial status of golf course operations with higher rounds played and higher revenues. For Fiscal Year 2014-15, revenues are projected at \$2.7 million, \$129,000 higher than the current fiscal year adopted. Expenditures are proposed at \$2.5 million, \$102,000 higher than the current fiscal year adopted. The revenue over expenditure balance is expected to provide a balance sufficient to transfer \$225,000 to the City's General Operating Fund.

#### Special Funds

##### Successor Agency to the Revitalization Authority Fund

As of January 31, 2012, under the Dissolution Act, all California redevelopment agencies were dissolved and ceased to exist as a public entity. The City elected to serve as the Successor Agency and to also retain the housing assets and functions. The Successor Agency proposed a comprehensive wind-down and dissolution plan that has been approved by the County, Oversight Board, and the State Department of Finance (DOF). The DOF has issued a Finding of Completion and the Long-Range Property Management Plan (LRPMP), which includes the transfer of assets from the Successor Agency to the City, including the properties and parking structures, has been approved. The 2003 COPs have been called as of February 1, 2014. The remaining component of the dissolution plan is the approval of a Compensation Agreement for the allocation of any revenues resulting from the parking structures to the taxing entities which will need to be approved by the City and all the taxing entities. On April 22, 2014, the Council authorized the City Manager to execute the Compensation Agreement on behalf of the City. The Compensation Agreement needs to be approved by all the taxing entities by June 30, 2014.

Shoreline Regional Park Community Fund (Shoreline Community)

Operating revenues for the 2014-15 fiscal year are projected at \$29.4 million, \$2.5 million higher than the current fiscal year adopted, but \$2.4 million less than the current fiscal year estimated. This is primarily resulting from the inclusion of a projected reduction in secured assessed value for some commercial property in anticipation of Santa Clara County processing additional assessment appeals. Operating expenditures are proposed at \$26.7 million (excluding capital projects of \$3.0 million and Retirees' Health unfunded actuarial accrued liability of \$402,000). The General Reserve, based on 25.0 percent of revenues (similar to other reserves), is increasing to \$4.9 million and the Landfill Reserve is increasing from \$2.0 million to \$3.0 million (as part of the plan to increase to \$6.0 million over several years for a catastrophic event).

Utility Funds

The City's enterprise utility funds are fully funded by the rates charged to customers; there is no General Fund support to the utility funds. Utility rates charged by governmental entities for water, sewer, and trash and recycling services are considered property-related fees and are subject to the procedural requirements of Proposition 218, Article XIII D, of the California Constitution. Proposition 218 (as now interpreted) requires governmental agencies that charge for utility services to conduct a majority protest hearing prior to adopting any changes in utility rates. A notification of the proposed rate changes was mailed to all ratepayers on or before May 2, 2014 and the Utility rate hearing is scheduled for June 17, 2014.

Water Fund

For Fiscal Year 2014-15, a 7.0 percent rate adjustment for the average cost of water and a 2.4 percent rate adjustment for the recycled water and meter rates are proposed. The rate restructuring and increased water sales over the last year have improved the financial position of this fund. Although the San Francisco Public Utilities Commission (SFPUC) has adopted a 19.6 percent increase in wholesale water costs along with the adopted 8.6 percent and 9.9 percent increases in Santa Clara Valley Water District (SCVWD) treated and well water costs, respectively, and increases in City operating costs, the fund is projected to maintain operations and an adequate reserve with the rate increases proposed.

Fiscal Year 2014-15 projected revenues, with the proposed rate adjustments and assuming a 10.0 percent reduction in water use due to drought conditions, are \$28.5 million and proposed operating expenditures are \$25.8 million (after eliminating the budget effect of depreciation expense). Included in expenditures are the proposed rate

adjustments to wholesale water costs. The operating balance of \$2.7 million is proposed to partially fund capital projects of \$2.9 million and increases in the reserve of \$861,000 due to higher expenditures primarily as a result of higher water costs. This results in a reserve balance of \$8.5 million and the Fiscal Year 2014-15 ending balance is projected to be \$8.5 million.

#### Wastewater Fund

For Fiscal Year 2014-15, a 2.0 percent overall rate increase is proposed due to the 2.8 percent increase from the Palo Alto Regional Water Quality Control Plant (PARWQCP) and City operating cost increases.

In addition to the 2.0 percent overall rate increase for operations, there are future capital expenditures forecasted for the PARWQCP. The treatment plant began operations in 1972 and is in need of major renovations. The PARWQCP has provided staff with a preliminary projection of the future costs necessary for the renovations and are projecting costs to increase approximately \$1.5 million annually in five years (Fiscal Year 2018-19) and rise to a peak increase projection of \$3.6 million annually in 13 years (Fiscal Year 2026-27). This is the PARWQCP's first estimate at quantifying costs and will be revised as needed until the numbers are final. A cumulative rate increase of 20.0 percent is estimated to be needed to achieve the maximum annual \$3.6 million. With the advanced notice and planning, this allows for a gradual phase in of the rate increases necessary to fund these long-term capital costs. Therefore, staff proposes a plan to increase rates 2.0 percent annually for the next 10 years, attributable to the major renovations for the PARWQCP. By phasing in the rates, this allows for an annual gradual impact associated with the renovations of the treatment plant and spreads the impact of the costs to the ratepayers who will be receiving the benefits of the improvements.

Based on the proposed overall 4.0 percent rate increase, revenues for next fiscal year are projected at \$15.9 million and proposed operating expenditures are \$14.5 million (after eliminating the budget effect of depreciation expense). The operating balance of \$1.5 million is proposed to partially fund capital projects of \$2.4 million. This results in a Fiscal Year 2014-15 projected ending balance of \$4.9 million and a reserve balance of \$6.3 million, including the accumulation of the 2.0 percent rate increase for PARWQCP capital costs.

### Solid Waste Management Fund

For Fiscal Year 2014-15, a 1.1 percent increase is provided for the second year of the new agreement with Recology. SMaRT® Station costs are currently proposed to increase 0.31 percent. The revenues generated for trash and recycling services are based on trash service, and as diversion opportunities increase, consumers will continue to reduce service levels for trash, resulting in lower total revenues. However, the cost to pick up and haul both recycling and trash remains and increases with inflation. In addition, rates are charged based on volume while disposal costs are based on weight.

Based on the 1.1 percent increase for Recology, the 0.31 percent increased operating costs proposed for the SMaRT Station, as well as increases in the cost of City programs and the annual maintenance projects, an overall average 2.0 percent rate increase is proposed for Fiscal Year 2014-15. Based on preliminary indications from the Cost of Services Study in progress, cart, debris box, and compactor rates are proposed to increase 3.0 percent and bin rates are proposed to increase 1.0 percent in order to phase in aligning rates with the cost of service. With a 3.0 percent cart rate increase, the rate for a 32-gallon cart will increase by 70 cents a month to \$23.30 per month.

Revenues for Fiscal Year 2014-15 are projected to total \$25.8 million (City revenues of \$12.1 million) with total expenditures of \$25.6 million (City expenditures of \$11.9 million). There is also funding of \$295,000 for capital projects. The fund is projected to end the 2014-15 fiscal year with a reserve at the policy level of \$3.0 million and a \$2.0 million ending balance.

### Reserves

Most reserves are established pursuant to Council Policy A-11, Financial and Budgetary Policy, and others have been approved as needed by Council (see summary in Miscellaneous section, Page 7-41). Reserves can be classified as those designated for a specific purpose, and others are to fund liabilities. Most reserves are at or exceed their target or policy balance. A supplement for the General Fund Reserve is estimated at \$220,000, but will be recalculated based on the expenditures in the Fiscal Year 2014-15 Adopted Budget. The Compensated Absences and Workers' Compensation Reserves are also proposed to receive supplements of \$1.2 million and \$300,000, respectively. In addition, \$1.0 million is proposed to be contributed to the Retirees' Health Trust and an additional \$1.0 million to PERS. Any remaining carryover between \$1.0 million and \$2.0 million will be allocated to the Capital Improvements Reserve.

## **NARRATIVE BUDGET STUDY SESSION AND OTHER FOLLOW-UP**

At the April 29, 2014 Narrative Budget Study Session, City Council requested additional information to be provided to Council at the June 10, 2014 public hearing and that information can be found on Attachment 1. Attachment 2 includes a comparison of the current and the proposed utility rates and Attachment 3 includes proposed fee modifications. Attachment 3 is essentially the same list included in the Narrative Budget Report with the addition of several animal-control service fees related to the recently adopted Animal Ordinance. If a city requires fees that differ from those established by Silicon Valley Animal Control Authority (SVACA), the City Council must adopt those specific fees.

## **CITY COUNCIL MAJOR GOALS**

The City Council undertook a comprehensive goal-setting process last fiscal year to establish its major goals for a two-year cycle, Fiscal Years 2013-14 and 2014-15. This process included City Council Study Sessions on January 31 and April 2, 2013, input from Council advisory bodies, and confirmation of the draft final list of goals as part of the Narrative Budget Study Session on April 30, 2013. During the Narrative Budget Study Session on April 29, 2014 for the upcoming fiscal year, Council reaffirmed the three overarching major goals and was provided a list of potential new projects to obtain those goals for Fiscal Year 2014-15. In addition, Council discussed potential additional work plan items and goals for Fiscal Year 2014-15. Exhibit B to Attachment 1 provides a follow-up to the potential new projects and goals.

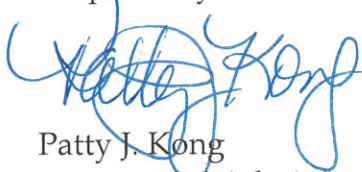
## **SUMMARY AND CONCLUSION**

After four years of weathering structural deficits by thoughtfully addressing and selectively reducing expenditures, establishing more efficient operating models, working closely with employee organizations to limit increases in employee compensation costs, as well as implementing revenue enhancements where appropriate, Fiscal Year 2013-14 was the first year since the recession without budget reductions. Strong revenue growth now has the General Operating Fund in a good financial position. Overall, GOF revenues for Fiscal Year 2013-14 are estimated to be \$3.4 million, or 3.5 percent higher than adopted revenues. GOF expenditures for Fiscal Year 2013-14 are estimated to be \$1.9 million lower than budgeted, whereas the adopted budget assumed the underspending of \$2.8 million. After accounting for higher revenues, the operating balance is estimated to be \$4.8 million for Fiscal Year 2013-14.

For Fiscal Year 2014-15, the proposed GOF revenues would be projected to increase by \$6.8 million compared to the Fiscal Year 2013-14 Adopted Budget without the reclassification of revenue and adjustment for development-related services. Proposed GOF expenditures would be increasing by \$4.2 million, including modest expenditure increases in high-priority areas without the adjustment for development-related services. The GOF is projected with a balance of \$1.7 million for Fiscal Year 2014-15. Although there are other areas where additional ongoing resources could be added, more are not proposed at this time as the Forecast does not support additional expenditures. Very modest surpluses are projected for the following two fiscal years and operating deficits are projected to begin again when the next economic downturn occurs.

We would like to express our appreciation to all staff for their cooperation and assistance in the development of this budget. In particular, we want to thank the Department Heads and Budget Team, with special thanks to Assistant Finance and Administrative Services Director Suzy Niederhofer, Principal Financial Analyst Helen Ansted, and Financial Analysts Elliot Young and Rafaela Duran for their assistance with the Operating Budget; Purchasing and Support Services Manager Tina Yoke and Library Services Manager Paul Sims for their assistance with the capital outlay process; and the Document Processing Center and Copy Center staff for their constant support on the preparation of this document.

Respectfully submitted,



Patty J. Kong  
Finance and Administrative  
Services Director



Daniel H. Rich  
City Manager

PJK-DHR/7/BUD  
546-06-10-14L-E

- Attachments:
1. Narrative Budget Study Session Follow-Up
  2. Comparison of Current and Proposed Utility Rates
  3. Fiscal Year 2014-15 Proposed Fee Modifications



## CITY OF MOUNTAIN VIEW

### MEMORANDUM

Finance and Administrative  
Services Department

**DATE:** June 10, 2014

**TO:** City Council

**FROM:** Patty J. Kong, Finance and Administrative Services Director  
Daniel H. Rich, City Manager

**SUBJECT:** Narrative Budget Study Session Follow-Up

At the April 29, 2014 Narrative Budget Study Session, the City Council asked for additional information to be provided to Council at the June 10, 2014 Public Hearing. Below are the City Council requests and the additional information.

1. What is the total amount of overtime included in the 2013-14 Fire Department budget?

The Fire Department's Fiscal Year 2013-14 Adopted Budget includes approximately \$1.5 million in overtime in the General Operating Fund.

2. Prepare a wind-down plan and proposed cost for Energy Upgrade Mountain View (EUMV) for Fiscal Year 2014-15.

Exhibit A includes an explanation of the plan and a proposal from Acterra for the wind-down of the EUMV program.

3. Why was a lengthy environmental clearance necessary for Major Goals Work Plan No. 10 (Resurface Segments of Rengstorff Avenue, Old Middlefield Way, and Charleston Road, and Install New Bike Lanes on Charleston Road (14-37))?

The Federal grant that funds most of the project requires the City to go through the Federal (National Environmental Policy Act or NEPA) environmental review process. This involves a more lengthy process than the California Environmental Quality Act, which is typically followed.

4. Status of private funding effort of Immigrant House.

According to the project advocates, they have raised \$55,000 to date. They continue to perform outreach and believe that a decision regarding the use of the structure will aid with fund-raising efforts.

5. At the April 29 Narrative Budget Study Session, the City Manager reviewed and discussed the addition of goals submitted by various Council boards and staff. During that discussion, Council indicated interest in considering the three additional goals listed below. Staff has reviewed the City Council goals request and advisory body input on work plans and provided feedback regarding resources and workload impacts. A summary of the projects, including the three goals requested by City Council, can be found in Exhibit B.

a. Minimum Wage

See Exhibit B, Page 8

b. Condominium Conversion Ordinance Amendment

See Exhibit B, Page 8

c. Feasibility Study for Safer Bike Lanes—Shoreline Boulevard from El Camino Real to Wright Avenue (modified to extend to Montecito).

See Exhibit B, Page 9

PJK-DHR/HA/7/FIN

530-06-10-14M-E-1

Exhibits: A. Energy Upgrade Mountain View Program

B. New Projects Toward City Council Goals Matrix



## CITY OF MOUNTAIN VIEW

### MEMORANDUM

Public Works Department

**DATE:** June 10, 2014

**TO:** City Council

**FROM:** Michael A. Fuller, Public Works Director

**VIA** Daniel H. Rich, City Manager

**SUBJECT:** Energy Upgrade Mountain View Program

At its April 29, 2014 Narrative Budget Study Session, the City Council requested staff prepare a cost estimate and work plan for a wind down of the Energy Upgrade Mountain View (EUMV) program through December 31, 2014.

EUMV was initially funded with \$343,000 from the Federal Energy Efficiency and Conservation Block Grant (EECBG) program. Then the Council approved additional City funding for 18 months in the amount of \$95,000. A proposal for continuing the program through Fiscal Year 2014-15 was submitted at a cost of \$70,000.

As of April 2014, more than 1,660 participants have enrolled in EUMV. The average EUMV participant has lowered their energy bill by approximately \$75 per year, and participants collectively have saved more than \$75,000. Participating households, collectively, are preventing approximately 276 metric tons of carbon (CO<sub>2</sub>e) from entering the atmosphere each year, which is the equivalent of removing approximately 57 vehicles from the road for a year or saving 31,000 gallons of gasoline.

Acterra, the current administrator of the EUMV program, has submitted a proposal for a six-month continuation of the program which can be found at the end of this memo. The proposed cost is \$35,000. Briefly, Acterra's proposal includes the following:

- A goal of signing up 200 new program participants and an additional reduction of 168,000 pounds of greenhouse gas (GHG) emissions per year on an ongoing basis.
- A continued focus on signing up multi-family housing residents and pool owners, although all Mountain View residents will continue to be eligible to sign up for the program.

- Accepting new sign-ups through approximately November 15, 2014 to provide new participants with enough time to receive EUMV services (personalized analysis of their home energy use and customized services, support, and recommendations to reduce energy use and carbon emissions) before the program ends.
- Continuing to provide monthly e-mails to existing EUMV participants through December 31, 2014, tracking their energy use and providing recommendations to reduce energy waste.

At the end of December, all EUMV participants will be sent a final notification from Acterra that the EUMV program is ending, along with recommendations for additional energy and GHG emission reduction strategies, and a request to complete a participant satisfaction survey. Acterra will also submit a final report to the City regarding the results of the EUMV program.

MAF/LF/7/PWK

901-06-10-14M-E



May 5, 2014

TO: Steve Attinger, Environmental Sustainability Coordinator, City of Mountain View

FROM: Debbie Mytels, Associate Director, Acterra: Action for a Healthy Planet

RE: Proposal for Continuing Energy Upgrade Mountain View through December 2014

In order to meet the Council's goal of serving more of Mountain View's multi-family housing residents, Acterra is proposing to continue the Energy Upgrade Mountain View (EUMV) program for another six months. As I mentioned during public testimony at the Council's Environmental Sustainability Committee meeting on April 9, Acterra has begun to get traction in our outreach efforts to apartment building owners who are key to reaching their tenants. We have also begun an effective outreach program to pool owners, most of whom can achieve significant savings by making inexpensive adjustments to their pool operations.

**Number of residents to be served:** Our goal will be 200 new sign-ups from July 1, 2014 through approximately November 15, 2014.

**Estimated savings:** Based on our previous average results, we anticipate that these 200 residents will save an estimated 168,000 lbs. of CO<sub>2</sub> equivalent per year on an on-going basis.

**Target audience:** While we will accept any Mountain View resident into the program, we will continue our recent emphasis on pool owners and multi-family housing residents. Acterra will offer more workshops on-site at large apartment complexes, and do phone outreach to 100 owners of mid-sized complexes to solicit their support for distributing EUMV materials to their tenants.

**Reduced staff time required:** Because the program is now well established, contract oversight meetings with City staff can be reduced to no more than two during the course of the contract. Acterra will continue to provide monthly reports of our progress. We will also host only two City Hall evening workshop, so less City staff time will be required for preparations.

**Cost of proposal:** Acterra is requesting \$35,000 to complete this work, which is 40% of the current 12-month contract.

**Completion of the EUMV program:** With a December 31, 2014 end-date, Acterra will stop accepting new sign-ups around November 15, in order to take advantage of the seasonal increase in energy savings while still providing enough time for all participants to receive Acterra's follow-up services. All participants who have previously signed up for EUMV will continue to receive monthly emails through the end of December, tracking their progress and reminding them of their recommendations for cutting energy waste. Acterra will send a final email to all participants suggesting other ways they can continue to reduce energy use and greenhouse gas emissions and requesting completion of a satisfaction survey. Acterra will also deliver a final report that highlights overall program results.

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## New Projects Toward City Council Goals Matrix

### Goal I: Retain and Improve Green Space and Canopy

Dept.	Potential New Project	Origin	Needed Resources/ Workload Impacts	Recommend/ Not Recommend	Priority
CSD	Look for opportunities to add garden space to existing open space.	PRC	Staff is able to absorb workload. Will work with the PRC and community on garden space options.	Yes	High
CSD	Look for opportunities to add off-leash dog parks to existing open space.	PRC	Staff is able to absorb workload. Staff estimates it will need \$6,000 for signage and bag dispensers for six sites as proposed by Council.	Yes	High
Library/ CSD	Partnering with Mountain View Trees, offer tree walks and other information related to enhancing trees in Mountain View.	Library	Can be accomplished as part of staff's regular programming efforts. Dependent on cooperation from Mountain View Trees group. Programs will be scheduled quarterly and will include seasonal tree walks in Pioneer Park.	Yes	Medium

## Goal II: Improve Bicycle and Pedestrian Mobility

Dept.	Potential New Project	Origin	Needed Resources/ Workload Impacts	Recommend/ Not Recommend	Priority
PWD	Initiate a green bike lane pilot project.	HRC	The new Traffic Engineering resource (Associate Civil Engineer) recommended in the FY 2014-15 budget will be needed to complete this project. Funding for green markings in the CIP. Project likely to occur in 2nd half of the fiscal year.	Yes	High
PWD	Study greater access to bulk transit passes for residents.	HRC	The new Mobility Coordinator position requested in the FY 2014-15 budget will free up some of the Transportation Planner's time to complete this. Staff will report back to City Council with options.	Yes	Medium
PWD	Study a City-wide community shuttle.	HRC	This is already under way with existing resources.	Yes	High
PWD	Feasibility study of Caltrain Corridor.	PRC	The new Mobility Coordinator Position requested in the FY 2014-15 budget will free up some of the Transportation Planner's time to begin study of this.	Yes	Medium
PWD	Sidewalks on both sides of Central Expressway from Palo Alto to Sunnyvale.	SAC	This is not recommended. Central Expressway is under the jurisdiction of Santa Clara County. The County's 2008 County Expressway Planning Study specifically recommends against sidewalks along the south (railroad) side of the Expressway due to the lack of destinations and the adjacent rail line. The sidewalks on the north side are nearly complete.	No	Low

Dept.	Potential New Project	Origin	Needed Resources/ Workload Impacts	Recommend/ Not Recommend	Priority
Library	Implement "Library Bike Stop" grant from the Pacific Library Partnership, including a bike fix-it service station and bicycle-focused programming throughout the year.	Library	Funded through a grant from the Pacific Library Partnership. Fix-It Station already installed. Additional programs can be accomplished as part of Library staff's regular programming efforts. With the grant funding, 10 bicycle programs will be offered starting in May 2014 through June 2015. A Bike Fest is being planned for July 2014 in partnership with local bike organizations and bike shops.	Yes	Medium
Library	Partner with Safe Moves programs to provide bicycle events and information as part of both the Library Annual Summer Reading Program and throughout the year.	Library	Can be accomplished as part of Library's regular Summer Reading and other programming throughout the year. The Safe Moves group is currently scheduled to do a parenting program and will also participate in the Summer Reading Awards Night in August. Additional programs will be explored.	Yes	Medium

**Goal III: Use Technology to Enhance Customer Service, Efficiency, and Advance the Mission of the Organization**

Dept.	Potential New Project	Origin	Needed Resources/ Workload Impacts	Recommend/ Not Recommend	Priority
City Clerk	Make the City Council tentative agenda and agenda available and broadly accessible to the public.	HRC	Staff can post the "3-month calendar" with existing resources but it needs to be clear it is a tentative schedule.	It is not practical to circulate the tentative agenda which is changing up until the last minute. Instead, staff can post the "3-month calendar" which is a tentative time line for major agenda items.	Medium
IT/CDD	Utilize technology to help automate the public process for the business community, including, but not limited to, business licenses, planning, and building permits.	Down-town Committee	The original project has been abandoned. If functionality cannot be supported by new Maintenance Work Order system, the RFQ/RFP process will be restarted.	Not at this time.	Medium
IT	Develop online document retrieval and reviewing system and conduct a security assessment as it pertains to electronic documents available to the public online.	EPC	IT does not currently have the resources to support this project in FY 2014-15.	No. This project should be part of an enterprise-wide document management system, including access controls, security and retention policies.	Medium

Dept.	Potential New Project	Origin	Needed Resources/ Workload Impacts	Recommend/ Not Recommend	Priority
IT/ Library	Implement wireless printing to enhance the new City Wi-Fi and meet the increasing demand from Library customers who are bringing in laptops and mobile devices.	Library Board	This project was not funded via the capital outlay process and would require the following in order to implement: \$3,500 initial cost, \$750 annually in ongoing Library operational budget for software licensing, and IT staff time for setup.	Yes. Google Tech grant can be used.	Medium
City Clerk/ IT	Procure and install "Wayfinder" digital directional signage at City Hall in conjunction with the IT Department.	City Clerk, IT	This will involve IT staff for coordination and operations to manage integration with existing systems. Clerk's staff will be overall lead, with existing resources. Funding is in the FY 2014-15 proposed budget.	Yes	Medium
Library	Implement Library Customer Satisfaction Survey to gather input on current services, future services, and compare with results from two years ago.	Library	Can be accomplished within existing staffing workloads using SurveyMonkey.	Yes	High
City Clerk/ IT	Explore potential technology upgrades in the Council Chambers in conjunction with the IT Department.	City Clerk, IT	Will require multiple IT and procurement resources to collect requirements, identify vendors, and present options to CXC for prioritization and system selection. Implementation time is 9 to 12 months.	Yes	High

Dept.	Potential New Project	Origin	Needed Resources/ Workload Impacts	Recommend/ Not Recommend	Priority
IT	Develop a project to implement a City-wide work order management system, including modules to support Urban Forestry, Fleet Services, Storm, Sewer, and Water operations.	IT	Required resources include outside integration specialist, IT resource, and multiple representatives from PWD, CDD, Fleet, and Recreation (Trees). Approximately two-year implementation time line. Currently evaluating RFQ responses.	Yes	High
FASD/ IT	Commence implementation of an upgrade to the City's Financial System (IFAS) to ONESolution, in conjunction with the IT Department.	FASD	Existing staff resources from FASD and HR with support from IT. Project will be an 18-month effort and project cannot be worked on simultaneously with the online time-reporting project and not started until that project is completed. Other projects will not be able to be accomplished. Requires significant IT involvement for project management and multiple representatives from FASD. Extensive training of end users to the new platform.	Yes	High
FASD/ IT	Implementation of an online time-reporting and scheduling system in conjunction with the IT Department.	FASD	Existing staff resources from FASD with coordination with other departments and support from IT. Project will be 4 to 6 months working with departments and is to be completed prior to the IFAS upgrade project.	Yes	High

Dept.	Potential New Project	Origin	Needed Resources/ Workload Impacts	Recommend/ Not Recommend	Priority
IT	Implement an enterprise-wide electronic signature application.	FASD	Resources include IT, HR, PD, and FASD staff for pilot, and 1 resource from Document Processing once forms have been finalized and need to be converted. Current estimate is 2 to 3 months to implement after pilot completes for initial set of forms, and variable after that once we pick next set of forms to automate. IT is heading task force for pilot phase. PD is actively testing as part of a 30-day pilot.	Yes	Medium
IT	Integrate the "Open Town Hall" application into City's new website and work with the CMO to raise awareness of the product and encourage community input.	IT	All testing is complete and IT is ready to implement pending integration with new website. Will require resource in CMO and departments to manage questions and drive users to the site via social media.	Yes	Medium
IT	Launch a community-drive Code-for-America enlisting local users to identify and develop applications for use by our citizens.	IT	Will require part-time IT resource to work with C-for-A and manage community involvement. The HRC has expressed interest in working on this project.	Yes	Medium

### Potential New Goals Requested by City Council

Dept.	Potential New Project	Origin	Needed Resources/ Workload Impacts	Recommend/ Not Recommend	Priority
CMO / CAO	Minimum Wage – return to Council with some analysis and options.	Council	A survey of minimum wage ordinances in the Bay Area and the drafting of a local minimum wage ordinance could be accomplished with existing staff resources, though some CMO and CAO projects will be delayed. This project may require additional resources depending on the level of outreach conducted prior to the consideration of an ordinance and would impact staff resources in terms of the implementation and enforcement of a local minimum wage ordinance. The need for additional staff resources would be determined by the contents of the proposed ordinance. This project can be completed in 4 to 6 months if outreach is limited to online and one community meeting.	Yes	Medium
CDD/ CAO	Condo Conversion Ordinance amendment.	Council	The requested amendments could be completed with existing staff resources and involve the drafting of amendments to the ordinance. It would be focused on the housing fees and would take about 3 to 4 months.	Yes	Medium

Dept.	Potential New Project	Origin	Needed Resources/ Workload Impacts	Recommend/ Not Recommend	Priority
PWD	Feasibility study for safer bike lanes— Shoreline Blvd. from El Camino Real to Wright Avenue.	Council	Consultant resources costing an estimated \$150,000 are needed to complete this study. The most efficient way to accomplish this study is to include it in the scope of the California Street study, which will go to Council for award of a professional services contract likely in June 2014. If done this way, existing staff resources are sufficient to complete this study and it would likely be completed. As suggested by a resident, the study could be extended to Montecito Avenue.	Yes	Medium

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### Comparison of Current and Proposed Utility Rates

Single Family		13-14	14-15	Difference	% Change
					*
Water	(10 units)	\$ 54.46	57.92	3.46	6.4%
Sewer		26.10	27.15	1.05	4.0%
Trash	(1 32-gal cart)	<u>22.60</u>	<u>23.30</u>	<u>0.70</u>	3.1%
Total monthly bill:		\$ 103.16	108.37	5.21	5.1%

Multi-Family (4-plex)		13-14	14-15	Difference	% Change
Water	(30 units)	\$ 148.62	158.90	10.28	6.9%
Sewer		104.40	108.60	4.20	4.0%
Trash	(4 32-gal carts)	<u>90.40</u>	<u>93.20</u>	<u>2.80</u>	3.1%
Total monthly bill:		\$ 343.42	360.70	17.28	5.0%

Apartment Complex (120 units)		13-14	14-15	Difference	% Change
Water	(830 units)	\$ 3,899.20	4,169.40	270.20	6.9%
Sewer		3,132.00	3,258.00	126.00	4.0%
Trash	(ten 3 Yd Bins)	<u>3,686.95</u>	<u>3,724.10</u>	<u>37.15</u>	1.0%
Total monthly bill:		\$ 10,718.15	11,151.50	433.35	4.0%

Commercial		13-14	14-15	Difference	% Change
Water	(60 units)	\$ 352.35	374.65	22.30	6.3%
Sewer		204.00	213.00	9.00	4.4%
Trash	(one 3 Yd Bin)	<u>336.95</u>	<u>340.35</u>	<u>3.40</u>	1.0%
Total monthly bill:		\$ 893.30	928.00	34.70	3.9%

\*Note: Due to rounding to the next penny or nickle, actual increase may be slightly higher.  
These are samples, actual effect is dependant on customer's service level.

Residential Services - Single Family				
	Water (1)	Sewer	Trash (2)	Sample Monthly Bill
Mountain View				
Current	54.46	26.10	22.60	103.16
Proposed	57.92	27.15	23.30	108.37
% Increase	6.4%	4.0%	3.1%	
Palo Alto				
Current	69.22	29.31	41.54	140.07
Proposed	69.22	29.31	41.54	140.07
% Increase	0.0%	0.0%	0.0%	
Sunnyvale				
Current	39.44	33.73	32.91	106.08
Proposed	41.39	36.77	34.88	113.04
% Increase	4.9%	9.0%	6.0%	
Cal Water Rate				
FY 2013-14	52.40 (3)			
FY 2014-15	53.10 (4)			
% Increase	1.3%			

(1) Based on 10 units of water plus meter charge. Mountain View's meter charge for single family is for both 5/8 and 3/4 inch meter sizes. Sunnyvale, Palo Alto and Cal Water have separate rates. This comparison uses the lower 5/8 inch meter rate.

(2) Mountain View and Palo Alto based on 32-gallon, Sunnyvale based on 35-gallon. Mountain View has biweekly recycling pick-up; Palo Alto and Sunnyvale have weekly recycling pick-up.

(3) Rate in effect as of 3/1/13.

(4) Rate in effect as of 4/15/14.

<b>Residential Services - Multi-Family (4-plex)</b>				
	<b>Water (1)</b>	<b>Sewer</b>	<b>Trash (2)</b>	<b>Sample Monthly Bill</b>
Mountain View				
Current	148.62	104.40	90.40	343.42
Proposed	158.90	108.60	93.20	360.70
% Increase	6.9%	4.0%	3.1%	
Palo Alto				
Current	223.92	117.24	166.16	507.32
Proposed	223.92	117.24	166.16	507.32
% Increase	0.0%	0.0%	0.0%	
Sunnyvale				
Current	168.92	87.08	131.44	387.44
Proposed	177.37	94.92	139.32	411.61
% Increase	5.0%	9.0%	6.0%	

(1) Based on 30 units of water plus meter charge.

(2) Mountain View and Palo Alto based on 32-gallon, Sunnyvale based on 35-gallon.

Mountain View has biweekly recycling pick-up; Palo Alto and Sunnyvale have weekly recycling pick-up.

**Residential Services - Apartment Complex (120 units)**

	<b>Water (1)</b>	<b>Sewer</b>	<b>Trash (2)</b>	<b>Sample Monthly Bill</b>
Mountain View				
Current	3,899.20	3,132.00	3,686.95	10,718.15
Proposed	4,169.40	3,258.00	3,724.10	11,151.50
% Increase	6.9%	4.0%	1.0%	
Palo Alto				
Current	5,414.22	3,517.20	5,257.24	14,188.66
Proposed	5,414.22	3,517.20	5,257.24	14,188.66
% Increase	0.0%	0.0%	0.0%	
Sunnyvale				
Current	6,044.30	2,612.40	3,846.95	12,503.65
Proposed	6,344.56	2,847.60	4,077.70	13,269.86
% Increase	5.0%	9.0%	6.0%	

(1) Based on 830 units of water plus 4" meter charge.

(2) Based on nine 3-yard 1x/week and one 3-yard 2x/week. Mountain View has biweekly recycling pick-up; Palo Alto and Sunnyvale have weekly recycling pick-up.

<b>Commercial Services</b>				
	<b>Water (1)</b>	<b>Sewer</b>	<b>Trash (2)</b>	<b>Sample Monthly Bill</b>
Mountain View				
Current	352.35	204.00	336.95	893.30
Proposed	374.65	213.00	340.35	928.00
% Increase	6.3%	4.4%	1.0%	
Palo Alto				
Current	451.39	339.00	480.38	1,270.77
Proposed	451.39	339.00	480.38	1,270.77
% Increase	0.0%	0.0%	0.0%	
Sunnyvale				
Current	267.57	199.80	351.61	818.98
Proposed	280.76	217.80	372.70	871.26
% Increase	4.9%	9.0%	6.0%	

(1) Based on 60 units of water plus 2" meter charge.

(2) Based on one 3-yard 1x/week. Mountain View has biweekly recycling pick-up;  
Palo Alto and Sunnyvale have weekly recycling pick-up.

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## CITY OF MOUNTAIN VIEW

**MEMORANDUM**Finance and Administrative  
Services Department

**DATE:** June 10, 2014

**TO:** City Council

**FROM:** Helen Ansted, Principal Financial Analyst  
Patty J. Kong, Finance and Administrative Services Director

**VIA:** Daniel H. Rich, City Manager

**SUBJECT:** **Fiscal Year 2014-15 Proposed Fee Modifications**

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**INTRODUCTION**

As part of the annual budget process, departments review their fees and prepare recommendations to modify current fees, add new required fees, and eliminate any unnecessary fees. If there are services provided that specifically benefit a particular segment of the population versus more global services that generally benefit the entire community, a fee may be calculated and recommended to Council to recover all or a portion of the cost of providing the service. The Master Fee Schedule, the complete listing of all City fees, will be updated to reflect Council actions on June 17, 2014 pertaining to fees, and then published for Fiscal Year 2014-15.

**BACKGROUND AND ANALYSIS**

Each fee proposed to be modified, added, or eliminated is listed on the attached Exhibits A through K, detailing the current and proposed amounts, fee basis, and effective date. The fee proposals are summarized below and if the fee is not a General Operating revenue source, the applicable fund is identified. This is not a complete listing of all City fees, only those that are proposed as new or to be modified in some manner.

**City-Wide (Exhibit A)**

The Council has previously authorized the Finance and Administrative Services Director to modify the janitorial fee in accordance with any changes in the janitorial

contract. The change of janitorial services provider resulted in a revision to the hourly rate and is included with the recommendations for informational purposes.

A fee for information requested on a memory stick is proposed at the price the City pays for memory sticks.

### **City Attorney's Office (Exhibit B)**

#### **General Operating Fund**

The City contracts with the Silicon Valley Animal Control Authority (SVACA) to provide animal adoption, control, and licensing services and SVACA establishes the fees for these services. On April 8, 2014, Council adopted the proposed Animal Ordinance which included optional five-year licenses for cats. These fees have been added to the Fiscal Year 2014-15 fee proposals for Council consideration as SVACA does not offer a five-year cat license. Vicious Animal Permits are proposed to be replaced with a Dangerous Dog Permit and the fee increased.

The Code Compliance Inspection Fee has not been modified since 2009 and the Document Review for CC&Rs, Easements, and Other Documents Related to Permits, Licenses Fee is proposed to decrease, reflecting a change in the review process.

### **City Manager's Office (Exhibit C)**

#### **General Operating Fund**

Film/Photo Permits fees are proposed as the demand for this type of permit is growing and the permitting process utilizes staff resources.

### **Community Development Department (Exhibit D)**

#### **Housing Impact Fund**

The City Code and Resolution 17748 stipulate that Housing Impact fees and Rental Housing Impact fees, respectively, shall be increased by the annual June 30 Consumer Price Index (CPI) as part of the City's annual budget process.

## **Community Services Department (Exhibit E)**

### **General Operating Fund**

#### *Center for the Performing Arts:*

A minimum rental period of four hours is proposed to be added to the rental requirements for the Lobby. A cap of 10 hours is proposed to be established for the number of hours the facility fee can be assessed for Nonevent/Technical/Rehearsal rentals. MainStage weekend and weekday rental rates are proposed with a multi-year increase rounded to the nearest \$25, and the fee for Nonevent/Additional Hours is no longer necessary and proposed to be eliminated.

#### *Recreation:*

The Friends of Deer Hollow Farm requested, and staff is proposing, a 20.0 percent increase to school-year classes in order to be more consistent with other environmental education school programs.

Teen Dance fees are proposed with a reduction in an effort to increase participation. The Teen Center is anticipated to open in August 2014 and staff is proposing rental rates for daytime hours and when the Teen Center is not open to teens.

A Snack Sale Fee is proposed for events (e.g., Teen Center events, dances, movie nights).

### **Shoreline Golf Links Fund**

A new Frequent Player Fee for Seniors Annual Family (Monday through Friday) is recommended and the existing Frequent Player fees are proposed with a 3.0 percent increase.

The monthly independent contractor rate for providing lessons is proposed to increase to \$600 for April through October. The monthly rate for lessons provided November through March is proposed to remain at \$500.

Member Club day rates for Seniors, Women, and Shoreline Club are proposed with a \$1 increase and golf cart rental is proposed to increase \$2.

The proposed rate increases were presented to and approved by the Advisory Greens Committee in December 2013.

Shoreline at Mountain View

*Rengstorff House Rental:*

The cancellation fees are proposed with a change to a tiered structure, similar to other City facility rentals and a Processing Fee is proposed at the same level as currently utilized in Recreation. The Cleaning Services Fee is proposed to be tied to the City cleaning service contract and to be set with a two-hour minimum.

**Fire Department (Exhibit F)**

General Operating Fund

*Fire and Building Safety and Suppression:*

All the fees listed are proposed to increase by the June 30, 2013 CPI of 2.6 percent, rounded to the nearest dollar.

Wastewater

*Environmental Safety:*

The Wastewater Sampling fees were last increased in 2008 and 2009 and are proposed to reflect increased staff costs.

The remainder of the Environmental Safety fees are proposed with the June 30, 2013 CPI, rounded to the nearest dollar.

**Library Services (Exhibit G)**

General Operating Fund

The black-and-white duplex printing and copying fee is proposed to increase and a new color duplex fee is proposed to be established.

**Police Department (Exhibit H)**

General Operating Fund

Adult Entertainment, Card Room, and Taxi Driver Permit fees are proposed with a CPI increase rounded to the nearest dollar. Clearance Letter fees were increased from \$12 to

\$40 in 2010 and requests dropped significantly. The department has since modified the process and is proposing offering two types of Clearance Letter services at amounts less than currently charged.

### **Public Works Department (Exhibit I)**

#### **General Operating Fund**

The Sidewalk and Street Improvement permits are proposed to increase by the December 2013 Engineering News Record (ENR) construction index of 2.7 percent.

The remaining General Operating Fund fees are proposed with the annual cost-of-living adjustment (COLA) or CPI increase as applicable, rounded to the nearest dollar.

#### **Storm Drain Fund**

Storm Drainage Connection fees are proposed to increase by the December 2013 ENR construction index.

#### **Water, Wastewater, and Solid Waste Management Funds**

Existing Facilities Connection fees (Water and Wastewater Funds) are proposed to increase by the December 2013 ENR construction index.

#### ***Utility Services:***

Utility rates are detailed on Exhibit J and include the following proposed rate increases:

Water—7.0 percent increase for average cost of water (uniform rate and Tier 2 rate); 2.4 percent increase for recycled water and meter rates.

Wastewater—4.0 percent

Solid Waste Management—1.0 percent for bins and 3.0 percent for carts, debris boxes, and compactors

### **CONCLUSION**

Departments have reviewed their fees and propose the new, modified, or eliminated fees discussed in this memo and detailed on Exhibits A through K. As part of the

budget noticing process, the City will comply with all noticing requirements which apply to fees.

HA-PJK/7/FIN  
530-06-10-14M-E

- Exhibits:
- A. Fee Schedule – City-Wide
  - B. Fee Schedule – City Attorney’s Office
  - C. Fee Schedule – City Manager’s Office
  - D. Fee Schedule – Community Development Department
  - E. Fee Schedule – Community Services Department
  - F. Fee Schedule – Fire Department
  - G. Fee Schedule – Library Services Department
  - H. Fee Schedule – Police Department
  - I. Fee Schedule – Public Works Department
  - J. Fee Schedule – Utility Services
  - K. Fee Schedule – End Notes

# FEE SCHEDULE – CITY-WIDE

# Exhibit A

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
		Janitorial Services	\$27.57 (2-hour min)	\$17.04 (2-hour min)	Hour	7/1/14
		Memory Sticks <sup>(1)</sup>	N/A	\$7.45	Fixed	7/1/14

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
	5.53(b)	Animal Control Services: Cat Registration <sup>(1,2)</sup>	\$5.00	\$42.00	Fixed (5 years)	7/1/14
	5.54(a)	Cat License (altered) <sup>(1,2)</sup>	N/A	\$42.00	Fixed (5 years)	7/1/14
	5.57(b)					
	5.56(b)	Cat License (unaltered) <sup>(1,2)</sup>	N/A	\$50.00	Fixed (1 year)	7/1/14
	5.57(b)					
	5.63(b)12	Dangerous Dog <sup>(1,2)</sup>	N/A	\$200.00	Annual	7/1/14
	5.65(a)					
	5.34	Vicious Animal Permit <sup>(2)</sup>	\$150.00	Eliminate		7/1/14
	5.34	Vicious Animal Late Permit <sup>(2)</sup>	\$150.00	Eliminate		7/1/14
		Code Compliance Inspection	\$77.00	\$91.00	Hour (4-hour min)	7/1/14
		Developer Agreement	\$156.00	\$157.00	Hour	7/1/14
		Document Review for CC&Rs, Easements, and Other Documents Related to Permits, Licenses, etc.:				
	36.54.30	Uniform Product/Use	\$335.00	\$318.00	Initial 2.5 Hours	8/17/14
	36.54.30	Mixed Product/Use	\$671.00	\$636.00	Initial 5 Hours	8/17/14
	36.54.30	Additional Review	\$134.00	\$127.00	Hour	8/17/14

**FEE SCHEDULE – CITY MANAGER’S OFFICE**

**Exhibit C**

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
	N/A	Film/Photo Permit <sup>(1)</sup>				
		Nonprofit/Student/Still Photography (low impact)	N/A	No Fee		7/1/14
		Still Photography (high impact) <sup>(3)</sup>	N/A	\$125.00	Daily	7/1/14
		Commercial/Corporate/Short/ Web <sup>(3)</sup>	N/A	\$250.00	Daily	7/1/14
		Feature Film/Documentary <sup>(3)</sup>	N/A	\$350.00	Daily	7/1/14

**FEE SCHEDULE – COMMUNITY DEVELOPMENT DEPARTMENT**
**Exhibit D**

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
		Housing Impact:				
	36.91.b.2	Office/High-Tech Industrial:				
		First 10,000 Square Feet	\$5.00	\$5.13	Square Foot	8/17/14
	36.91.b.2	10,000+ Square Feet	\$10.00	\$10.26	Square Foot	8/17/14
		Hotel/Retail/Commercial/ Entertainment				
	36.91.b.2	First 25,000 Square Feet	\$1.27	\$1.30	Square Foot	8/17/14
	36.91.b.2	25,000+ Square Feet	\$2.53	\$2.60	Square Foot	8/17/14
	Resolution 17748	Rental Housing Impact	\$10.00	\$10.26	Habitable Square Foot	8/17/14

FEE SCHEDULE – COMMUNITY SERVICES DEPARTMENT

Exhibit E

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
		<b><u>CENTER FOR THE PERFORMING ARTS</u></b>				
		<b><u>Home Company</u></b>				
	38.101	Lobby	\$60.00	\$60.00 <sup>(4)</sup>	Hour	7/1/14
		<b><u>MainStage:</u></b>				
		<b><u>Weekend</u></b>				
	38.101	8 Hours/1 Ticketed Performance <sup>(3)</sup>	\$875.00 or % of gross	\$925.00 or % of gross	Event	7/1/14
	38.101	8 Hours/1 Nonticketed Performance <sup>(3)</sup>	\$1,475.00 (inc. \$600.00 FUF)	\$1,525.00 (inc. \$600.00 FUF)	Event	7/1/14
	38.101	Nonevent/ Additional Hours	\$75.00	Eliminate		7/1/14
	38.101	Nonevent/Technical/Rehearsal <sup>(5)</sup>	\$75.00	\$75.00	Hour	7/1/14
		<b><u>Weekday</u></b>				
	38.101	8 Hours/1 Ticketed Performance <sup>(3)</sup>	\$575.00 or % of gross	\$600.00 or % of gross	Event	7/1/14
	38.101	8 Hours/1 Nonticketed Performance <sup>(3)</sup>	\$1,175.00 (inc. \$600.00 FUF)	\$1,200.00 (inc. \$600.00 FUF)	Event	7/1/14
	38.101	Nonevent/ Additional Hours	\$75.00	Eliminate		7/1/14
	38.101	Nonevent/Technical/Rehearsal <sup>(4)(5)</sup>	\$75.00	\$75.00	Hour	7/1/14
		<b><u>ParkStage:</u></b>				
	38.101	Nonevent/ Additional Hours	\$19.00	Eliminate		7/1/14
	38.101	Nonevent/Technical/Rehearsal (weekday and weekend) <sup>(4)(5)</sup>	\$19.00	\$19.00	Hour	7/1/14
		<b><u>SecondStage:</u></b>				
	38.101	Nonevent/Additional Hours	\$19.00	Eliminate		7/1/14
	38.101	Nonevent/Technical/Rehearsal (weekday and weekend) <sup>(4)(5)</sup>	\$19.00	\$19.00	Hour	7/1/14

# FEE SCHEDULE – COMMUNITY SERVICES DEPARTMENT

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
		<u>All Nonprofits</u>				
	38.101	Lobby	\$60.00	\$60.00 <sup>(4)</sup>	Hour	7/1/14
		MainStage:				
		Weekend				
	38.101	8 Hours/1 Ticketed Performance <sup>(3)</sup>	\$1,500.00 or 5%-20% of gross	\$1,575.00 or 5%-20% of gross	Event	7/1/14
	38.101	8 Hours/1 Nonticketed Performance <sup>(3)</sup>	\$2,100.00 (inc. \$600.00 FUF)	\$2,175.00 (inc. \$600.00 FUF)	Event	7/1/14
	38.101	Event/ Additional Hours	\$150.00	\$155.00	Hour	7/1/14
	38.101	Nonevent/ Additional Hours	\$150.00	Eliminate		7/1/14
	38.101	Nonevent/ Technical/ Rehearsal <sup>(4)(5)</sup>	\$150.00	\$155.00	Hour	7/1/14
		Weekday				
	38.101	8 Hours/1 Ticketed Performance <sup>(3)</sup>	\$1,200.00 or 5%-20% of gross	\$1,275.00 or 5%-20% of gross	Event	7/1/14
	38.101	8 Hours/1 Nonticketed Performance <sup>(3)</sup>	\$1,800.00 (inc. \$600.00 FUF)	\$1,875.00 (inc. \$600.00 FUF)	Event	7/1/14
	38.101	Event/ Additional Hours	\$120.00	\$125.00	Hour	7/1/14
	38.101	Nonevent/ Additional Hours	\$120.00	Eliminate		7/1/14
	38.101	Nonevent/ Technical/ Rehearsal <sup>(4)(5)</sup>	\$120.00	\$125.00	Hour	7/1/14
		ParkStage:				
	38.101	Nonevent/ Additional Hours	\$40.00	Eliminate		7/1/14
		Nonevent/ Technical/ Rehearsal <sup>(4)(5)</sup>	\$19.00	\$19.00	Hour	7/1/14
		SecondStage:				
	38.101	Nonevent/ Additional Hours	\$40.00	Eliminate		7/1/14
	38.101	Nonevent/ Technical/ Rehearsal <sup>(4)(5)</sup>	\$40.00	40.00	Hour	7/1/14
		<u>All Commercial</u>				
	38.101	Lobby	\$165.00	\$165.00 <sup>(4)</sup>	Hour	7/1/14
	38.101	Lobby (if Stage also rented)	\$125.00	\$125.00 <sup>(4)</sup>	Hour	7/1/14

# FEE SCHEDULE – COMMUNITY SERVICES DEPARTMENT

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
	38.101	MainStage: 8 Hours/1 Ticketed Performance <sup>(3)</sup>	\$1,725.00 + 15%-50% of gross	\$1,825.00 + 15%-50% of gross	Event	7/1/14
	38.101	8 Hours/1 Nonticketed Performance <sup>(3)</sup>	\$2,700.00 (inc. \$1,000.00 FUF)	\$2,825.00 (inc. \$1,000.00 FUF)	Event	7/1/14
	38.101	Event/ Additional Hours	\$170.00	\$180.00	Hour	7/1/14
	38.101	Nonevent/ Additional Hours	\$170.00	Eliminate		7/1/14
	38.101	Nonevent/ Technical/ Rehearsal <sup>(4)(5)</sup>	\$170.00	\$180.00	Hour	7/1/14
		ParkStage:				
	38.101	Nonevent/ Additional Hours	\$90.00	Eliminate		7/1/14
	38.101	Nonevent/ Technical/ Rehearsal <sup>(4)(5)</sup>	\$90.00	\$90.00	Hour	7/1/14
		Second Stage:				
	38.101	Nonevent/ Additional Hours	\$90.00	Eliminate		7/1/14
	38.101	Nonevent/ Technical/ Rehearsal <sup>(4)(5)</sup>	\$90.00	\$90.00	Hour	7/1/14
		Piano Use:				
	38.100	First Five Uses (including initial tuning)	\$150.00	\$165.00	Arrangement	7/1/14
	38.100	Additional Piano Use (>/=6 uses)	\$30.00	\$33.00	Performance and/or Rehearsal	7/1/14
		<b><u>RECREATION</u></b>				
		Deer Hollow Farm:				
	38.11	School Year Classes MV Public Schools	\$23.00	\$28.00	Hour	7/1/14
	38.11	S.C. Co. and MROSD Schools	\$46.00	\$55.00	Hour	7/1/14
	38.11	S.C. Co. or MROSD Schools	\$69.00	\$83.00	Hour	7/1/14
	38.11	All Other Schools	\$95.00	\$114.00	Hour	7/1/14
		Dances:				
	38.11	Teen House Member	\$3.00	Eliminate		7/1/14
	38.11	Teen (Advance)	\$5.00	\$3.00	Event	7/1/14
	38.11	Teen (at Door)	\$8.00	\$5.00	Event	7/1/14
		Facility Rental				
		Teen Center – Multipurpose Room				
		MV Business/Resident				
	38.11	Security Deposit <sup>(1)</sup>	N/A	\$560.00	Fixed	7/1/14
	38.11	Off Peak <sup>(1)</sup>	N/A	\$114.00	Hour	7/1/14
	38.11	Peak <sup>(1)</sup>	N/A	\$120.00	Hour	7/1/14

# FEE SCHEDULE – COMMUNITY SERVICES DEPARTMENT

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
	38.11	Nonprofit/Community Security Deposit – Peak <sup>(1)</sup>	N/A	\$560.00	Fixed	7/1/14
	38.11	Off Peak <sup>(1)</sup>	N/A	\$5.00	Hour	7/1/14
	38.11	Peak <sup>(1)</sup>	N/A	\$69.00	Hour	7/1/14
		MV Nonprofit – Fundraising Group (one time/year)				
	38.11	Security Deposit <sup>(1)</sup>	N/A	\$560.00	Fixed	7/1/14
	38.11	Building Attendant <sup>(1)</sup>	N/A	\$20.00	Hour	7/1/14
		Nonresident				
	38.11	Security Deposit <sup>(1)</sup>	N/A	\$560.00	Fixed	7/1/14
	38.11	Off Peak <sup>(1)</sup>	N/A	\$182.00	Hour	7/1/14
	38.11	Peak <sup>(1)</sup>	N/A	\$197.00	Hour	7/1/14
	38.11	Snack Sales <sup>(1)</sup>	N/A	Variable	Cost Recovery	7/1/14
		<b><u>SHORELINE GOLF LINKS</u></b>				
		Frequent Player:				
	38.11	Regular Play (Annual)	\$2,388.00	\$2,460.00	Fixed	7/1/14
	38.11	Regular Play (Annual Family)	\$3,588.00	\$3,696.00	Fixed	7/1/14
	38.11	Regular (M-F/ Annual)	\$1,548.00	\$1,595.00	Fixed	7/1/14
	38.11	Regular (M-F/ Annual Family)	\$2,028.00	\$2,089.00	Fixed	7/1/14
	38.11	Seniors (M-F/ Annual)	\$1,188.00	\$1,224.00	Fixed	7/1/14
	38.11	Seniors (M-F/ Annual Family) <sup>(1)(6)</sup>	N/A	\$1,775.00	Fixed	7/1/14
	38.11	Juniors (Annual)	\$348.00	\$359.00	Fixed	7/1/14
	38.11	Twilight (Annual)	\$948.00	\$976.00	Fixed	7/1/14
	38.11	Twilight (Annual Family)	\$1,548.00	\$1,595.00	Fixed	7/1/14
		Lessons:				
	38.11	Contract Instructor November–March	\$500.00 (minimum; City Manager or FASD provided authority to modify minimum as appropriate)	\$500.00 (minimum; City Manager or FASD provided authority to modify minimum as appropriate)	Month (as established in individual contract)	7/1/14
	38.11	April–October <sup>(1)</sup>	N/A	\$600.00 (minimum; City Manager or FASD provided authority to modify minimum as appropriate)	Month (as established in individual contract)	7/1/14

# FEE SCHEDULE – COMMUNITY SERVICES DEPARTMENT

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
		NCGA/PWGA Member Club Play: Day Rates				
	38.11	Shoreline Seniors	Up to \$24.00	Up to \$25.00	Fixed	7/1/14
	38.11	Shoreline Women	Up to \$24.00	Up to \$25.00	Fixed	7/1/14
	38.11	Shoreline Golf Club	Up to \$44.00	Up to \$45.00	Fixed	7/1/14
	38.11	Powered Golf Car: 18 Holes	\$26.00	\$28.00	Day	7/1/14
		<b><u>SHORELINE at MOUNTAIN VIEW</u></b>				
		Rengstorff House Rental: Cancellation Fee: Monday-Thursday				
	38.11	Within 1 Month <sup>(1)</sup>	N/A	50% of rental fee	Fixed	7/1/14
	38.11	Within 3 Months <sup>(1)</sup>	N/A	25% of rental fee	Fixed	7/1/14
	38.11	Within 9 Months <sup>(1)</sup>	N/A	10% of rental fee	Fixed	7/1/14
		Friday-Sunday, Holidays				
	38.11	Within 3 Months <sup>(1)</sup>	N/A	50% of rental fee	Fixed	7/1/14
	38.11	Within 6 Months <sup>(1)</sup>	N/A	25% of rental fee	Fixed	7/1/14
	38.11	Within 9 Months <sup>(1)</sup>	N/A	10% of rental fee	Fixed	7/1/14
	38.11	Cleaning Service	\$25.00	\$30.00 (2-hour min)	Hour	7/1/14
	38.11	Processing Fee: Refunds/Transfers/Contract Amendments, etc. <sup>(1)</sup>	N/A	\$10.00	Transaction	7/1/14
		Rental Rates				
	38.11	Meeting (M-Th) (dining room only) – Resident	\$150.00	\$150.00	1/2 Day	7/1/14
	38.11	Meeting (M-Th) (dining room only) – Nonresident	\$150.00	\$188.00	1/2 Day	7/1/14
	38.11	Party (M-Th) – Resident	\$125.00	\$125.00	Hour	7/1/14
	38.11	Party (M-Th) – Nonresident	\$125.00	\$156.00	Hour	7/1/14
	38.11	Weekend (Fri-Sun, Holidays) (dining room) – Resident	\$200.00	\$200.00	Hour	7/1/14
	38.11	Weekend (Fri-Sun, Holidays) – Nonresident	\$200.00	\$250.00	Hour	7/1/14
	38.11	Weekend (Fri-Sun, Holidays) Special 8-Hour Rate – Resident	\$1,400.00	\$1,400.00	8-Hour Weekend	7/1/14
	38.11	Weekend (Fri-Sun, Holidays) Special 8-Hour Rate – Nonresident	\$1,400.00	\$1,750.00	8-Hour Weekend	7/1/14
	38.11	Security Deposit	\$450.00	\$560.00	Fixed	7/1/14

**FEE SCHEDULE – FIRE DEPARTMENT**

**Exhibit F**

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
CFC 105		<b><u>ENVIRONMENTAL SAFETY</u></b>				
	24	Electronic/Computer Entry of Hazardous Materials Management Plan Data	\$85.00 (1-hour minimum)	\$87.00 (1-hour minimum)	Hour	7/1/14
		File Review	\$36.00	Eliminate		7/1/14
	14	Fire Safety Permits: Hazardous Materials Permitted Occupancy	\$187.00	\$192.00	Annual	7/1/14
	24	Fire Safety Facility Inspection: 0-5,000	\$29.00	\$30.00	Square Foot	7/1/14
	24	5,001-25,000	\$175.00	\$180.00	Square Foot	7/1/14
	24	25,001-100,000	\$726.00	\$745.00	Square Foot	7/1/14
	24	100,001-250,000	\$2,032.00	\$2,085.00	Square Foot	7/1/14
	24	250,001-500,000	\$4,355.00	\$4,468.00	Square Foot	7/1/14
	24	500,001+	\$5,805.00	\$5,956.00	Square Foot	7/1/14
	24	Hazardous Materials: Emergency Response (Hazardous Materials Specialist)	\$98.00 Plus equip- ment costs	\$101.00 Plus equip- ment costs	Hour	7/1/14
	24	Hazardous Materials Third and Subsequent Reinspection(s)	\$321.00	\$329.00	Hour	7/1/14
	24	Plan Check or Plan Review/Inspection	\$98.00	\$101.00	Hour	7/1/14
	24	Hazardous Materials Facility Closure Review/Inspection >2 Hours	\$95.00	\$97.00	Hour	7/1/14
		Hazardous Materials Permit for the following hazard classes: Miscellaneous Hazardous Materials – Liquids, Solids				
	24	QR1	\$116.00	\$119.00	Annual	7/1/14
	24	QR2	\$144.00	\$147.00	Annual	7/1/14
	24	QR3	\$175.00	\$180.00	Annual	7/1/14
	24	QR4	\$203.00	\$208.00	Annual	7/1/14
	24	QR5	\$232.00	\$238.00	Annual	7/1/14

# FEE SCHEDULE – FIRE DEPARTMENT

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
		Combustible Liquids, Flammable (Liquids, Solids), and Nonflammable (Gas)				
	24	QR1	\$116.00	\$119.00	Annual	7/1/14
	24	QR2	\$175.00	\$180.00	Annual	7/1/14
	24	QR3	\$232.00	\$238.00	Annual	7/1/14
	24	QR4	\$291.00	\$299.00	Annual	7/1/14
	24	QR5	\$348.00	\$357.00	Annual	7/1/14
		Corrosive (Gas, Liquids, Solids), Cryogen, Flammable (Gas), Explosives, Infectious Substances, and Oxidizers (Gas, Liquids, Solids)				
	24	QR1	\$116.00	\$119.00	Annual	7/1/14
	24	QR2	\$232.00	\$238.00	Annual	7/1/14
	24	QR3	\$348.00	\$357.00	Annual	7/1/14
	24	QR4	\$406.00	\$417.00	Annual	7/1/14
	24	QR5	\$464.00	\$476.00	Annual	7/1/14
		Poisonous Materials (Gas, Liquids, Solids), Spontaneous Combustible Materials, Dangerous When Wet Materials (Liquids, Solids), and Organic Peroxides				
	24	QR1	\$116.00	\$119.00	Annual	7/1/14
	24	QR2	\$232.00	\$238.00	Annual	7/1/14
	24	QR3	\$348.00	\$357.00	Annual	7/1/14
	24	QR4	\$464.00	\$476.00	Annual	7/1/14
	24	QR5	\$581.00	\$596.00	Annual	7/1/14
	24	Radioactive QR1-QR5	\$144.00	\$148.00	Annual	7/1/14
		Underground Storage Tank Closure/Demolition:				
	24	First Tank (2-hour max)	\$205.00	\$210.00	Fixed	7/1/14
	24	First Tank Add'l Hours >2 Hours	\$102.00	\$105.00	Hour	7/1/14
	24	Each Add'l Tank (1-hour each max)	\$102.00	\$105.00	Hour	7/1/14
	24	Each Add'l Tank >2 Hours	\$102.00	\$105.00	Hour	7/1/14
		Wastewater Sampling (pass-through from contract):				
	35.32.13	1 Metal	\$105.00	\$112.00	Fixed to Contract	7/1/14
	35.32.13	2 Metals	\$122.00	\$128.00	Fixed to Contract	7/1/14
	35.32.13	3 Metals	\$139.00	\$145.00	Fixed to Contract	7/1/14

## FEE SCHEDULE – FIRE DEPARTMENT

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
	35.32.13	4 Metals	\$156.00	\$161.00	Fixed to Contract	7/1/14
	35.32.13	Fluoride	\$110.00	\$121.00	Fixed to Contract	7/1/14
	35.32.13	Total Fecal Coliform	\$326.00 (minimum 3 samples)	\$250.00 (minimum 3 samples)	Fixed to Contract	7/1/14
			\$76.50 (each additional sample >3)	\$51.50 (each additional sample >3)	Fixed to Contract	7/1/14
	35.32.13	24-Hour Composite Sample	\$245.00	\$247.00	Fixed to Contract	7/1/14
		<b><u>FIRE AND BUILDING SAFETY</u></b>				
	14	Alarm (Preventable False)	\$134.00	\$137.00	3rd and Subsequent Alarm/180 Days	7/1/14
CFC 105	14	Fire Inspections (Temporary Permits)	\$158.00	\$162.00	Hour	7/1/14
CFC 105	14	Fire Safety Permits: Fire Prevention Bureau (Nonhazardous Materials Permitted Occupancy)	\$158.00	\$162.00	Annual	7/1/14
CFC 105	14	Reinspections	\$158.00	\$162.00	Hour	7/1/14
	14	Multi-Housing: Motels and Hotels	\$74.00 (\$148.00 min.)	\$76.00 (\$152.00 min.)	Hour	7/1/14
	14	Reinspections: Multi-Housing	\$94.00 (\$188.00 min.)	\$96.00 (\$192.00 min.)	Hour	7/1/14
	14	Hotels and Motels	\$94.00 (\$188.00 min.)	\$96.00 (\$192.00 min.)	Hour	7/1/14
	14	Valid Service Request	\$75.00	\$77.00 (\$154.00 min.)	Hour	7/1/14
		<b><u>SUPPRESSION</u></b>				
53150 13009.6		Public Safety Social Media/ Community Coordinator	\$126.00 (1/2-hour increments)	\$129.00 (1/2-hour increments)	Hour	7/1/14

# FEE SCHEDULE – LIBRARY SERVICES DEPARTMENT

Exhibit G

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
	CPB-3 CPB-3	Copies and Prints: (8.5"x11") Black and White Duplex Color Duplex <sup>(1)</sup>	\$0.20 N/A	\$0.25 \$0.40	Duplex Page Duplex Page	7/1/14 7/1/14

**FEE SCHEDULE – POLICE DEPARTMENT**

**Exhibit H**

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
	26.54	Adult Entertainment:				
	26.54	Adult Entertainment Application	\$725.00	\$740.00	Initial	7/1/14
	26.54	Adult Entertainment Renewal	\$350.00	\$355.00	Annual	7/1/14
	9.4	Card Rooms:				
	9.14	Permit Application	\$1,000.00	\$1,025.00	Initial	7/1/14
	9.14	Dealer Application	\$250.00	\$255.00	Biennial	7/1/14
		Clearance Letters:				
		Letter	\$40.00	\$19.00	Fixed	7/1/14
		Name Check	\$40.00	\$9.00	Fixed	7/1/14
	30.2	Taxi Driver Permit	\$180.00	\$185.00	Initial (Biennial)	7/1/14

FEE SCHEDULE – PUBLIC WORKS DEPARTMENT

Exhibit I

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
66412	27.17	Encroachment Permit: Debris Box/Temporary Storage Container	\$114.00	\$116.00	Fixed	8/17/14
	27.17	Nonresidential	\$1,955.00	\$1,994.00	Fixed	8/17/14
	27.17	Residential	\$1,069.00	\$1,090.00	Fixed	8/17/14
	27.17	Temporary	\$848.00	\$857.00	Fixed	8/17/14
	27.43	Excavation Permit: Associated with Inspection Rate	\$211.00 or 15% of construction cost	\$215.00 or 15% of construction cost	Hour (3-hour minimum)	8/17/14
	27.43	Full Cost Recovery	\$211.00	\$215.00	Hour	8/17/14
	27.43	Hourly Labor Rate (Research, Plan Check, Inspection)	\$211.00	\$215.00	Hour (2-hour minimum)	7/1/14
		Lot Line Adjustment	\$2,259.00	\$2,304.00	Fixed	8/17/14
	28.27(b)	Map Check: Final Map	\$4,717.00	\$4,811.00	First 2 Lots	8/17/14
	28.27(b)	Parcel Map	\$2,795.00	\$2,851.00	Fixed	8/17/14
8300, et seq. 8740.1	27.18	Right-of-Way Vacation	\$1,534.00	\$1,565.00	Fixed	8/17/14
	28.6.1	Segregation of Assessment Districts	\$2,241.00	\$2,286.00	First 2 Lots	8/17/14
			+\$211.00	+\$215.00	Each Add'l Lot	8/17/14
	27.23	Sidewalk Permit: <sup>(7)</sup> Residential	\$3.67 (\$184.00 min.)	\$3.77 (\$189.00 min.)	Linear Foot	8/17/14
	27.23	Nonresidential	\$318.00 + 5.0% of construction cost	\$327.00 + 5.0% of construction cost	Fixed + Percentage	8/17/14
	35.31.6, 28.51(b)	Storm Drainage Connection: <sup>(7)</sup> First Class	\$0.265	\$0.272	Net Square Foot	8/17/14
	35.31.6, 28.51(b)	Second Class	\$0.127	\$0.130	Gross Square Foot	8/17/14

## FEE SCHEDULE – PUBLIC WORKS DEPARTMENT

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
		Street Improvements Reimbursement: <sup>(7)</sup>				
	27.65(c)	Major Structural Street Section	\$10.06	\$10.33	Square Foot	8/17/14
	27.65(c)	R1 and R2 Structural Street Section	\$8.08	\$8.30	Square Foot	8/17/14
	27.65(c)	R3 Structural Street Section	\$9.17	\$9.42	Square Foot	8/17/14
	27.65(c)	Standard and Ornamental Street Lighting	\$25.36	\$26.04	Linear Foot	8/17/14
	27.65(c)	Standard PCC Curb and Gutter	\$29.51	\$30.31	Linear Foot	8/17/14
	27.65(c)	Standard PCC Driveway Approach	\$10.06	\$10.33	Square Foot	8/17/14
	27.65(c)	Standard PCC Sidewalk	\$9.17	\$9.42	Square Foot	8/17/14
	27.65(c)	Street Trees (15-gallon)	\$11.36	\$11.67	Linear Foot	8/17/14

**FEE SCHEDULE – UTILITY SERVICES**
**Exhibit J**

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
		<b><u>ENTERPRISE FUNDS</u></b>				
		Existing Facilities Connection: <sup>(7)</sup>				
	35.41	Sanitary Sewer	\$79.27	\$81.41	Frontage Foot	8/17/14
	28.51, 35.42	Sanitary Sewer	\$317.00	\$326.00	Net Acre	8/17/14
	28.51.a, 35.41	Water Main	\$91.33	\$93.80	Frontage Foot	8/17/14
		Labor Rates:				
		Frontline				
		Regular	\$73.00	\$74.50	Hour	7/1/14
		Overtime	\$108.00	\$110.00	Hour	7/1/14
		Manager				
		Regular	\$112.00	\$114.00	Hour	7/1/14
		Supervisor				
		Regular	\$91.00	\$93.00	Hour	7/1/14
		Overtime	\$137.00	\$140.00	Hour	7/1/14
		Water Service Installation: <sup>(7)</sup>				
	35.37	1" Meter and Box Only	\$509.00	\$523.00	Fixed	8/17/14
	35.37	2" Meter and Box Only	\$924.00	\$949.00	Fixed	8/17/14
		Water Turn On:				
		Same Day (New Service)				
		Authorized				
	35.9	Mon-Fri – called in 3:01 p.m. - 7:59 a.m. and Sat., Sun., and Holidays	\$108.00	\$110.00	Fixed	7/1/14
		Unauthorized				
	35.9	Mon-Fri – Called in 7:00 a.m. - 3:00 p.m.	\$81.00	\$83.00	Fixed	7/1/14
	35.9	Mon-Fri – Called in 3:01 p.m. - 7:59 a.m. and Sat., Sun., and Holidays	\$119.00	\$121.00	Fixed	7/1/14
		<b><u>UTILITY SERVICES</u></b>				
		<u>Trash Disposal and Recycling Service:</u>				
	16	Bin For A Day	\$225.00	\$228.00	Fixed	7/1/14

## FEE SCHEDULE – UTILITY SERVICES

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
		Bin Rental (Trash and Compost):				
	16	1 Cubic Yard	\$19.85	\$20.05	Container/Month	7/1/14
	16	2 Cubic Yards	\$29.80	\$30.10	Container/Month	7/1/14
	16	3 Cubic Yards	\$39.70	\$40.10	Container/Month	7/1/14
	16	4 Cubic Yards	\$49.60	\$50.10	Container/Month	7/1/14
	16	6 Cubic Yards	\$59.60	\$60.20	Container/Month	7/1/14
	16	Bin Service (Compost)	75% of Trash Bin Service	75% of Trash Bin Service	Container/Month	
		Bin Service (Trash):				
		One Cubic Yard				
	16	1 Time/Week	\$99.20	\$100.20	Container/Month	7/1/14
	16	2 Times/Week	\$218.35	\$220.55	Container/Month	7/1/14
	16	3 Times/Week	\$337.10	\$340.50	Container/Month	7/1/14
	16	4 Times/Week	\$456.00	\$460.60	Container/Month	7/1/14
	16	5 Times/Week	\$574.95	\$580.70	Container/Month	7/1/14
	16	6 Times/Week	\$693.75	\$700.70	Container/Month	7/1/14
		Two Cubic Yards				
	16	1 Time/Week	\$198.15	\$200.15	Container/Month	7/1/14
	16	2 Times/Week	\$416.60	\$420.80	Container/Month	7/1/14
	16	3 Times/Week	\$634.70	\$641.05	Container/Month	7/1/14
	16	4 Times/Week	\$852.65	\$861.20	Container/Month	7/1/14
	16	5 Times/Week	\$1,070.60	\$1,081.35	Container/Month	7/1/14
	16	6 Times/Week	\$1,288.75	\$1,301.65	Container/Month	7/1/14
		Three Cubic Yards				
	16	1 Time/Week	\$297.25	\$300.25	Container/Month	7/1/14
	16	2 Times/Week	\$614.70	\$620.85	Container/Month	7/1/14
	16	3 Times/Week	\$931.90	\$941.25	Container/Month	7/1/14
	16	4 Times/Week	\$1,249.30	\$1,261.80	Container/Month	7/1/14
	16	5 Times/Week	\$1,566.50	\$1,582.20	Container/Month	7/1/14
	16	6 Times/Week	\$1,883.75	\$1,902.60	Container/Month	7/1/14
		Four Cubic Yards				
	16	1 Time/Week	\$396.35	\$400.35	Container/Month	7/1/14
	16	2 Times/Week	\$813.15	\$821.30	Container/Month	7/1/14
	16	3 Times/Week	\$1,229.30	\$1,241.60	Container/Month	7/1/14
	16	4 Times/Week	\$1,645.75	\$1,662.25	Container/Month	7/1/14
	16	5 Times/Week	\$2,062.15	\$2,082.80	Container/Month	7/1/14
	16	6 Times/Week	\$2,478.40	\$2,503.20	Container/Month	7/1/14
		Six Cubic Yards				
	16	1 Time/Week	\$594.55	\$600.50	Container/Month	7/1/14
	16	2 Times/Week	\$1,209.50	\$1,221.60	Container/Month	7/1/14
	16	3 Times/Week	\$1,824.45	\$1,842.70	Container/Month	7/1/14
	16	4 Times/Week	\$2,439.05	\$2,463.45	Container/Month	7/1/14
	16	5 Times/Week	\$3,053.55	\$3,084.10	Container/Month	7/1/14
	16	6 Times/Week	\$3,668.15	\$3,704.85	Container/Month	7/1/14

## FEE SCHEDULE – UTILITY SERVICES

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
		Special Extra Pickup				
	16	1 Cubic Yard	\$77.25	\$78.05	Pickup	7/1/14
	16	2 Cubic Yards	\$96.75	\$97.75	Pickup	7/1/14
	16	3 Cubic Yards	\$123.60	\$124.85	Pickup	7/1/14
	16	4 Cubic Yards	\$169.10	\$170.80	Pickup	7/1/14
	16	6 Cubic Yards	\$258.50	\$261.10	Pickup	7/1/14
		Cart Service (Compost): This Service is Only Offered for 64-Gallon (75% of Trash Service).				
	16	1 Time/Week	\$33.90	\$34.95	Container/Month	7/1/14
	16	2 Times/Week	\$74.60	\$76.85	Container/Month	7/1/14
	16	3 Times/Week	\$114.95	\$118.40	Container/Month	7/1/14
	16	4 Times/Week	\$155.95	\$160.65	Container/Month	7/1/14
	16	5 Times/Week	\$196.65	\$202.55	Container/Month	7/1/14
	16	Extra Pickup	\$22.50	\$23.20	Pickup	7/1/14
		Cart Service (Trash):				
	16	20-Gallon (residential only)	\$15.45	\$15.95	Container/Month	7/1/14
	16	32-Gallon	\$22.60	\$23.30	Container/Month	7/1/14
	16	64-Gallon	\$45.20	\$46.60	Container/Month	7/1/14
	16	96-Gallon	\$67.80	\$69.90	Container/Month	7/1/14
		Compactor Service:				
	16	Compactor Service (Compost)	75% of Trash Service	75% of Trash Service		
	16	Compactor Service (Trash): Per Compacted Yard	\$61.45	\$63.30	Pickup (on- call and regu- lar service)	7/1/14
	16	10 Cubic Yards	\$614.50	\$633.00	Fixed	7/1/14
	16	20 Cubic Yards	\$1,229.00	\$1,266.00	Fixed	7/1/14
	16	25 Cubic Yards	\$1,536.25	\$1,582.50	Fixed	7/1/14
	16	30 Cubic Yards	\$1,843.50	\$1,899.00	Fixed	7/1/14
	16	35 Cubic Yards	\$2,150.75	\$2,215.50	Fixed	7/1/14
	16	40 Cubic Yards	\$2,458.00	\$2,532.00	Fixed	7/1/14
		Debris Box Service:				
	16	Cardboard	25% of Trash Debris Box Service	25% of Trash Debris Box Service	Pickup (on- call and regu- lar service)	
	16	Compost	75% of Trash Debris Box Service	75% of Trash Debris Box Service	Pickup (on- call and regu- lar service)	
	16	Yard Trimmings	75% of Trash Debris Box Service	75% of Trash Debris Box Service	Pickup (on- call and regu- lar service)	

## FEE SCHEDULE – UTILITY SERVICES

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
	16	Rental:				
	16	Daily (after 7 days)	\$13.95	\$14.10	+7 days	7/1/14
	16	Monthly	\$424.35	\$428.90	Month	7/1/14
	16	Trash:				
	16	16 Cubic Yards (includes 3-ton base) or 8 Cubic Yard Rock Box	\$659.40	\$679.20	Pickup (on-call and regular service)	7/1/14
	16	20 Cubic Yards (includes 3-ton base)	\$791.70	\$815.50	Pickup (on-call and regular service)	7/1/14
	16	25 Cubic Yards (includes 4-ton base)	\$914.35	\$941.80	Pickup (on-call and regular service)	7/1/14
	16	30 Cubic Yards (includes 4-ton base)	\$1,037.00	\$1,068.15	Pickup (on-call and regular service)	7/1/14
	16	40 Cubic Yards (includes 5-ton base)	\$1,199.20	\$1,235.20	Pickup (on-call and regular service)	7/1/14
	16	50 Cubic Yards (includes 5-ton base)	\$1,363.45	\$1,404.40	Pickup (on-call and regular service)	7/1/14
	16	Additional Tonnage Over Base	\$117.35	\$120.90	Ton (or fraction thereof) (over box base)	7/1/14
		<u>Wastewater Service:</u>				
	35.33	Base Commercial	\$3.40/unit (748 gallons) or fraction thereof of water consumed (\$23.80 min.)	\$3.55/unit (748 gallons) or fraction thereof of water consumed (\$24.85 min.)	Quantity	7/1/14
	35.33	Commercial/Industrial, Chemical, Groundwater, Liquid Waste	\$5.80/unit (1.7 x base) (748 gallons) or fraction thereof of water consumed (\$40.60 min.)	\$6.05/unit (1.7 x base) (748 gallons) or fraction thereof of water consumed (\$42.35 min.)	Quantity	7/1/14
	35.33	Restaurant	\$6.65/unit (1.95 x base) (748 gallons) or fraction thereof of water consumed (\$46.55 min.)	\$6.95/unit (1.95 x base) (748 gallons) or fraction thereof of water consumed (\$48.65 min.)	Quantity	7/1/14

## FEE SCHEDULE – UTILITY SERVICES

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
	35.33	Single-Family Residence, Duplex, Multiple Dwellings, Mobile Homes, and Trailer Courts	\$26.10	\$27.15	Dwelling Unit/Month	7/1/14
		<u>Water Service:</u>				
		Backflow Prevention Devices – Inside City Limits (Commercial, Industrial)				
	35.27	5/8" to 1" Meter	\$22.95	\$23.55	Monthly	7/1/14
	35.27	1.5" to 2" Meter	\$35.10	\$35.95	Monthly	7/1/14
	35.27	3" Meter	\$41.25	\$42.25	Monthly	7/1/14
	35.27	4" Meter	\$48.80	\$50.00	Monthly	7/1/14
	35.27	6" Meter	\$59.20	\$60.65	Monthly	7/1/14
	35.27	8" to 10" Meter	\$72.85	\$74.60	Monthly	7/1/14
		Backflow Prevention – Outside City Limits				
	35.27	5/8" to 1" Meter	\$28.70	\$29.45	Monthly	7/1/14
	35.27	1.5" to 2" Meter	\$43.90	\$44.95	Monthly	7/1/14
	35.27	3" Meter	\$51.60	\$52.85	Monthly	7/1/14
	35.27	4" Meter	\$61.00	\$62.50	Monthly	7/1/14
	35.27	6" Meter	\$74.00	\$75.85	Monthly	7/1/14
	35.27	8" to 10" Meter	\$91.10	\$93.25	Monthly	7/1/14
		Consumption – Inside City Limits Commercial/Nonresidential				
	35.26(a)	Uniform	\$4.72	\$5.06	ccf/month	7/1/14
		Residential – Multi-Family				
	35.26(a)	Tier 1: 0 to 2 ccf	\$3.54	\$3.80	ccf/month/ dwelling	7/1/14
	35.26(a)	Tier 2: >2 to 7 ccf	\$4.72	\$5.06	ccf/month/ dwelling	7/1/14
	35.26(a)	Tier 3: >7 ccf	\$7.55	\$8.10	ccf/month/ dwelling	7/1/14
		Residential – Single-Family				
	35.26(a)	Tier 1: 0 to 3 ccf	\$3.54	\$3.80	ccf/month	7/1/14
	35.26(a)	Tier 2: >3 to 15 ccf	\$4.72	\$5.06	ccf/month	7/1/14
	35.26(a)	Tier 3: >15 ccf	\$7.55	\$8.10	ccf/month	7/1/14
		Consumption-Outside City Limits Commercial/All Other				
	35.27	Uniform	\$5.90	\$6.33	ccf/month	7/1/14

## FEE SCHEDULE – UTILITY SERVICES

State Code § (if any)	MVCC §§	Title of Fee	Current Fee	Recommended Fee	Fee Basis	Effective Date
	35.27	Residential Tier 1: 0 to 3 ccf	\$4.43	\$4.75	ccf/month/ dwelling	7/1/14
	35.27	Tier 2: >3 to 15 ccf	\$5.90	\$6.33	ccf/month/ dwelling	7/1/14
	35.27	Tier 3: >15 ccf	\$9.44	\$10.13	ccf/month/ dwelling	7/1/14
	35.27	Consumption – Recycled Water	\$2.75	\$2.82	ccf/month	7/1/14
	35.26(a)	Fire Service: Meter	\$9.23/inch diameter \$36.92 (minimum)	\$9.46/inch diameter \$37.84 (minimum)	Monthly	7/1/14
	35.26(a)	Consumption - Uniform Meter – Inside City Limits and Recycled Water Residential – Single-Family Residential – Multi-Family/ Commercial/ All Other:	\$4.72	\$5.06	ccf/month	7/1/14
	35.26(a)	5/8" and 3/4" Meters	\$10.80	\$11.10	Monthly	7/1/14
	35.26(a)	1" Meter	\$21.60	\$22.20	Monthly	7/1/14
	35.26(a)	1.5" Meter	\$43.20	\$44.40	Monthly	7/1/14
	35.26(a)	2" Meter	\$69.15	\$71.05	Monthly	7/1/14
	35.26(a)	3" Meter	\$129.60	\$133.20	Monthly	7/1/14
	35.26(a)	4" Meter	\$216.00	\$222.00	Monthly	7/1/14
	35.26(a)	6" Meter	\$432.00	\$444.00	Monthly	7/1/14
	35.26(a)	8" Meter	\$691.20	\$710.40	Monthly	7/1/14
	35.26(a)	10" Meter	\$1,036.80	\$1,065.60	Monthly	7/1/14
		Meter – Outside City Limits				
	35.27	5/8" and 3/4" Meters	\$13.50	\$13.90	Monthly	7/1/14
	35.27	1" Meter	\$27.00	\$27.75	Monthly	7/1/14
	35.27	1.5" Meter	\$54.00	\$55.50	Monthly	7/1/14
	35.27	2" Meter	\$86.45	\$88.85	Monthly	7/1/14
	35.27	3" Meter	\$162.00	\$166.50	Monthly	7/1/14
	35.27	4" Meter	\$270.00	\$277.50	Monthly	7/1/14
	35.27	6" Meter	\$540.00	\$555.00	Monthly	7/1/14
	35.27	8" Meter	\$864.00	\$888.00	Monthly	7/1/14
	35.27	10" Meter	\$1,296.00	\$1,332.00	Monthly	7/1/14

- 
- (1) New fee.
  - (2) Fees related to cat and dog licenses, impoundment, and dangerous dog permits are set by Silicon Valley Animal Control Authority (SVACA), the City's animal control service provider, if the fees are the same as SVACA fees. If the City requires fees that differ from SVACA, the City Council must adopt the fees.
  - (3) Base fees are rounded to the nearest \$25.00.
  - (4) Minimum ~~of~~ four hours required for use of any stage, café, lobby, rehearsal studio, dressing or green rooms, scene shop or storage.
  - (5) All Nonevent/Technical/Rehearsal: Minimum of 4 hours required for use of any stage will be capped at 10 hours.
  - (6) Family is two adults plus children < 18 years of age.
  - (7) These fees are recommended in accordance with the annual practice of reviewing fees and modifying with the Engineering News Record (ENR), 2.7 percent as of December 2013.

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# Revenue and Expenditure Tables for All Funds

## TOTAL FUND REVENUES

	AUDITED ACTUAL 2012-13	ADOPTED BUDGET 2013-14	ESTIMATED 2013-14	PROPOSED BUDGET 2014-15
GENERAL OPERATING FUND	\$ 96,811,269	97,567,626	100,992,529	99,644,236
GF - DEVELOPMENT SERVICES	6,809,969	6,191,630	7,529,780	9,355,802
GF - SHORELINE GOLF LINKS	2,279,484	2,566,800	2,600,665	2,696,100
GF RESERVES	8,171,502	6,386,765	9,521,452	12,124,375
GAS TAX	1,780,815	1,930,270	1,824,910	1,942,720
VEHICLE REGISTRATION FEE	423,529	402,500	450,120	417,500
CONVEYANCE TAX	5,856,398	3,225,500	5,172,179	3,225,100
BELOW MARKET HOUSING	6,644,376	299,600	2,004,302	225,200
TRANSIT ORIENTED DEVELOPMENT	2,057,493	24,750	1,007,633	34,030
HOUSING IMPACT	2,351,317	32,780	3,518,371	65,950
RENTAL HOUSING IMPACT	1,000,227	4,580	1,743,590	18,280
REDEVMNT OBLIGATION RETIREMT	1,288,613	1,754,361	283,589	0
BENEFIT ASSESSMENT DISTRICT	4,742,495	662,816	2,985,458	1,138,536
SUPPLEMENTAL LAW ENFRCMNT	150,562	100,000	86,020	100,000
C.D.B.G.	1,639,090	773,170	1,572,419	833,611
CABLE TELEVISION	232,409	232,400	238,303	239,970
SHORELINE COMMUNITY	37,551,427	26,935,000	31,768,570	29,405,650
STORM DRAIN CONSTRUCTION	80,188	22,240	95,160	21,570
PARK LAND DEDICATION	13,728,255	253,780	12,973,520	361,140
WATER	29,522,599	25,978,337	28,877,378	28,487,197
WASTEWATER	15,260,914	15,258,028	15,366,410	15,941,610
SOLID WASTE	11,523,166	11,642,177	11,818,771	12,095,720
EQUIPMENT MAINTENANCE	5,586,595	5,873,293	5,615,425	5,995,958
WORKERS COMPENSATION	1,685,084	3,786,180	3,700,277	2,647,110
UNEMPLOYMENT	153,378	177,597	164,790	181,533
LIABILITY	1,546,643	1,455,726	1,460,300	1,455,726
RETIREEES' HEALTH	4,272,003	3,918,487	3,914,547	7,741,947
EMPLOYEE BENEFITS	55,344	63,080	62,100	63,610
OTHER <sup>(1)</sup>	181,995	0	22,708	0
TOTAL	\$ <u>263,387,139</u>	<u>217,519,473</u>	<u>257,371,276</u>	<u>236,460,181</u>

(1) Revenues received mid-year but not budgeted, such as Police Asset Forfeitures and Grants.

## TOTAL FUND EXPENDITURES

	AUDITED ACTUAL 2012-13	ADOPTED BUDGET 2013-14	ESTIMATED 2013-14	PROPOSED BUDGET 2014-15
GENERAL OPERATING FUND	\$ 93,040,846	95,276,439	96,215,420	97,947,404
GF - DEVELOPMENT SERVICES	4,473,177	5,977,858	6,124,013	12,542,646
GF - SHORELINE GOLF LINKS	2,239,722	2,566,853	2,526,204	2,693,679
GF RESERVES	9,548,827	14,502,774	8,044,191	11,540,683
GAS TAX	2,519,833	2,193,700	2,193,700	2,104,100
VEHICLE REGISTRATION FEE	0	420,000	420,000	439,000
CONVEYANCE TAX	5,676,009	5,366,513	5,423,823	6,595,525
BELOW MARKET HOUSING	4,604,138	2,966,057	4,963,079	1,847,359
TRANSIT ORIENTED DEVELOPMENT	41,354	475,000	475,000	0
HOUSING IMPACT	115,410	138,188	144,987	148,304
RENTAL HOUSING IMPACT	0	0	0	0
REDEVMNT OBLIGATION RETIREMT	1,863,926	1,799,237	1,830,450	0
BENEFIT ASSESSMENT DISTRICT	552,395	470,352	468,963	754,869
SUPPLEMENTAL LAW ENFRCMNT	110,500	110,500	110,500	112,500
C.D.B.G.	1,643,255	720,000	1,578,708	1,747,222
CABLE TELEVISION	217,921	220,000	195,750	220,000
SHORELINE COMMUNITY	28,326,147	29,966,507	30,053,563	30,079,999
STORM DRAIN CONSTRUCTION	29,468	253,000	253,000	154,000
PARK LAND DEDICATION	1,568,609	43,000	43,000	4,503,000
WATER	32,337,905	29,238,401	29,497,430	32,206,346
WASTEWATER	16,029,321	18,355,816	17,294,016	17,878,846
SOLID WASTE	11,396,511	12,391,349	12,538,038	12,423,844
EQUIPMENT MAINTENANCE	2,816,645	7,628,253	4,416,423	7,917,067
WORKERS COMPENSATION	1,490,378	1,734,900	1,536,906	1,734,900
UNEMPLOYMENT	105,581	173,460	73,552	173,460
LIABILITY	972,795	1,455,726	1,238,790	1,955,726
RETIREEES' HEALTH	4,253,551	3,899,257	3,896,947	7,726,487
EMPLOYEE BENEFITS	52,824	112,760	66,820	113,870
OTHER <sup>(1)</sup>	96,921	0	60,022	0
TOTAL	\$ 226,123,969	238,455,900	231,683,295	255,560,836

(1) Expenditures from mid-year appropriations in funds such as Police Asset Forfeitures and Grants.

## GENERAL OPERATING FUND REVENUES

<u>FISCAL YEAR</u>	<u>OPERATING REVENUES</u>	<u>% CHANGE FROM PRIOR FISCAL YEAR</u>
2005-06	\$78,913,000 (1)	7.2%
2006-07	\$85,141,000 (1)	7.9%
2007-08	\$88,140,000	3.5%
2008-09	\$87,963,000	(0.2%)
2009-10	\$86,416,000	(1.8%)
2010-11	\$87,240,000	1.0%
2011-12	\$92,041,000	5.5%
2012-13	\$96,811,000	5.2%
2013-14 *	\$100,992,000	4.3%
2014-15 **	\$99,644,000 (2)	(1.3%)

\* Estimated

\*\* Proposed

(1) Beginning Fiscal Year 2006-07 building activity revenues were separated from the General Operating Fund for accounting purposes. For comparison purposes, this change has been reflected in the prior fiscal year.

(2) Effective July 1, 2014, all development related activities are being consolidated in to the Development Services Fund to more accurately align development related revenues and expenditures.

## GENERAL OPERATING FUND EXPENDITURES

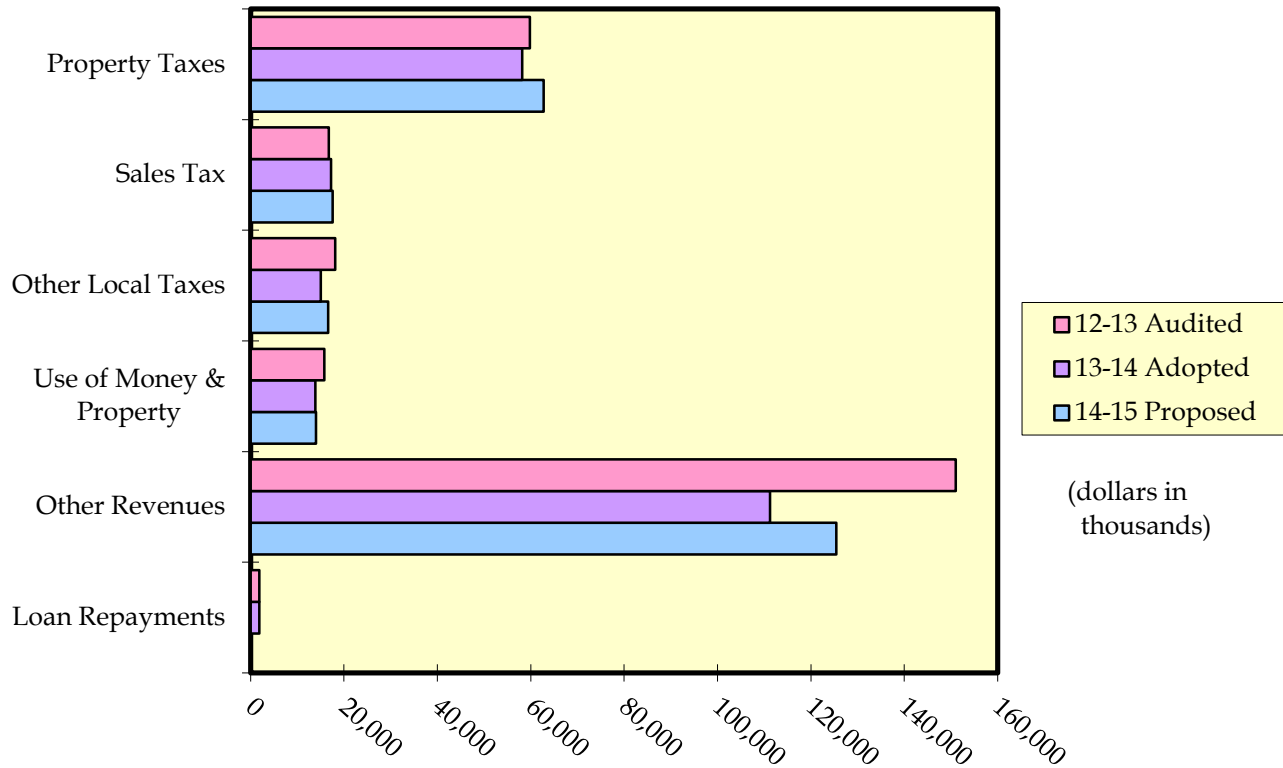
<u>FISCAL YEAR</u>	<u>OPERATING EXPENDITURES</u>	<u>% CHANGE FROM PRIOR FISCAL YEAR</u>
2005-06	\$70,386,000 (1)	7.4%
2006-07	\$76,154,000 (1)	8.2%
2007-08	\$81,816,000	7.4%
2008-09	\$84,579,000	3.4%
2009-10	\$86,136,000	1.8%
2010-11	\$86,160,000	0.0%
2011-12	\$90,605,000	5.2%
2012-13	\$93,041,000	2.7%
2013-14 *	\$96,215,000	3.4%
2014-15 **	\$97,947,000 (2)	1.8%

\* Estimated

\*\* Proposed

- (1) Beginning Fiscal Year 2006-07 building activity revenues were separated from the General Operating Fund for accounting purposes. For comparison purposes, this change has been reflected in the prior fiscal year.
- (2) Effective July 1, 2014, all development related activities are being consolidated in to the Development Services Fund to more accurately align development related revenues and expenditures. Also, includes the \$1.0 million transfer to Retirees' Health.

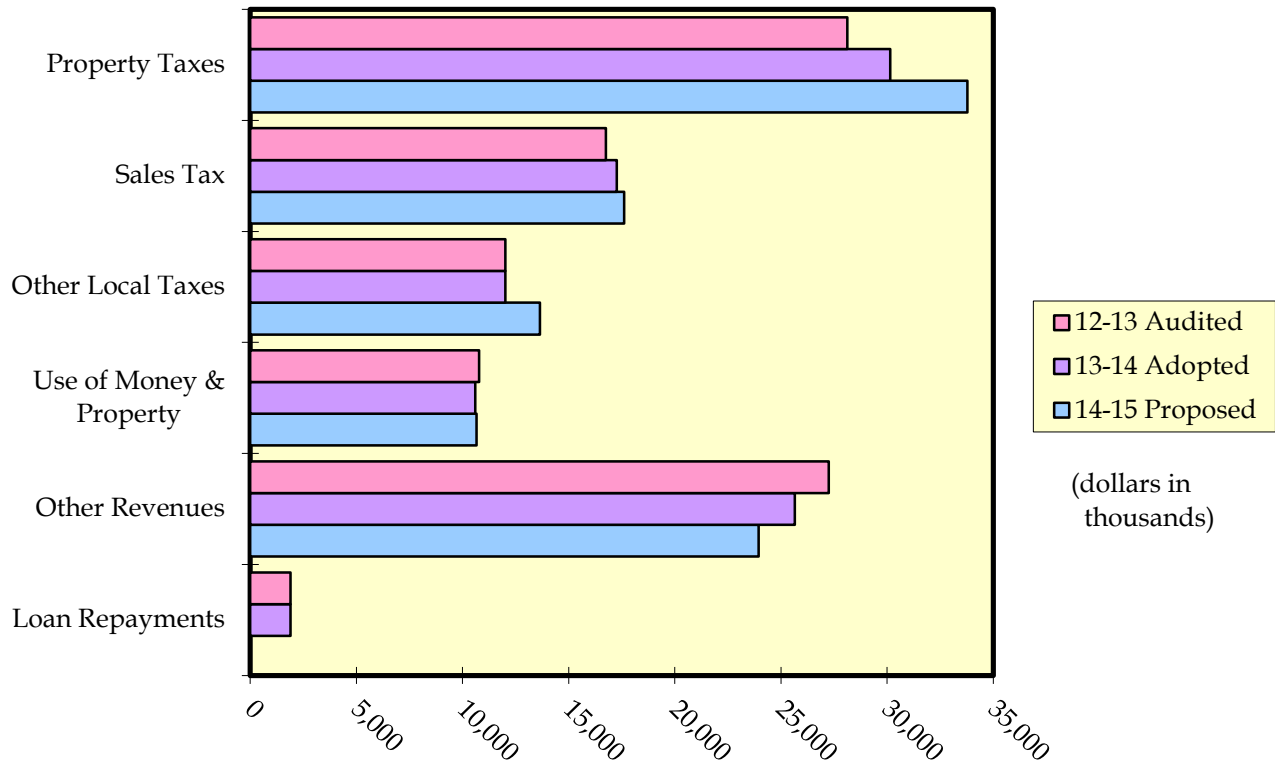
## TOTAL FUND REVENUES



<u>Revenue Category</u>	<u>Audited Actual 2012-13</u>	<u>Adopted Budget 2013-14</u>	<u>Proposed Budget 2014-15</u>	<u>Percent Change *</u>
Property Taxes	\$ 59,803,324	58,163,361	62,782,940	7.9%
Sales Tax	16,744,001	17,268,200	17,607,780	2.0%
Other Local Taxes	18,129,444	15,013,200	16,647,640	10.9%
Use of Money & Property	15,802,194	13,898,808	13,996,508	0.7%
Other Revenues:				
Licenses, Permits & Fees/				
Fines & Forfeitures	10,711,207	10,261,750	11,152,940	8.7%
Intergovernmental	4,962,831	3,810,574	3,890,141	2.1%
Charges for Services	74,568,681	59,669,668	64,077,090	7.4%
Miscellaneous Revenues	18,642,900	3,245,936	3,426,038	5.5%
Interfund Revenues & Transfers	42,128,303	34,293,726	42,879,104	25.0%
Loan Repayments	<u>1,894,254</u>	<u>1,894,250</u>	<u>0</u>	<u>(100.0%)</u>
<b>TOTAL</b>	<b>\$ <u>263,387,139</u></b>	<b><u>217,519,473</u></b>	<b><u>236,460,181</u></b>	<b><u>8.7%</u></b>

\* Percent Change From Prior Year Adopted to Current Year Proposed Budget.

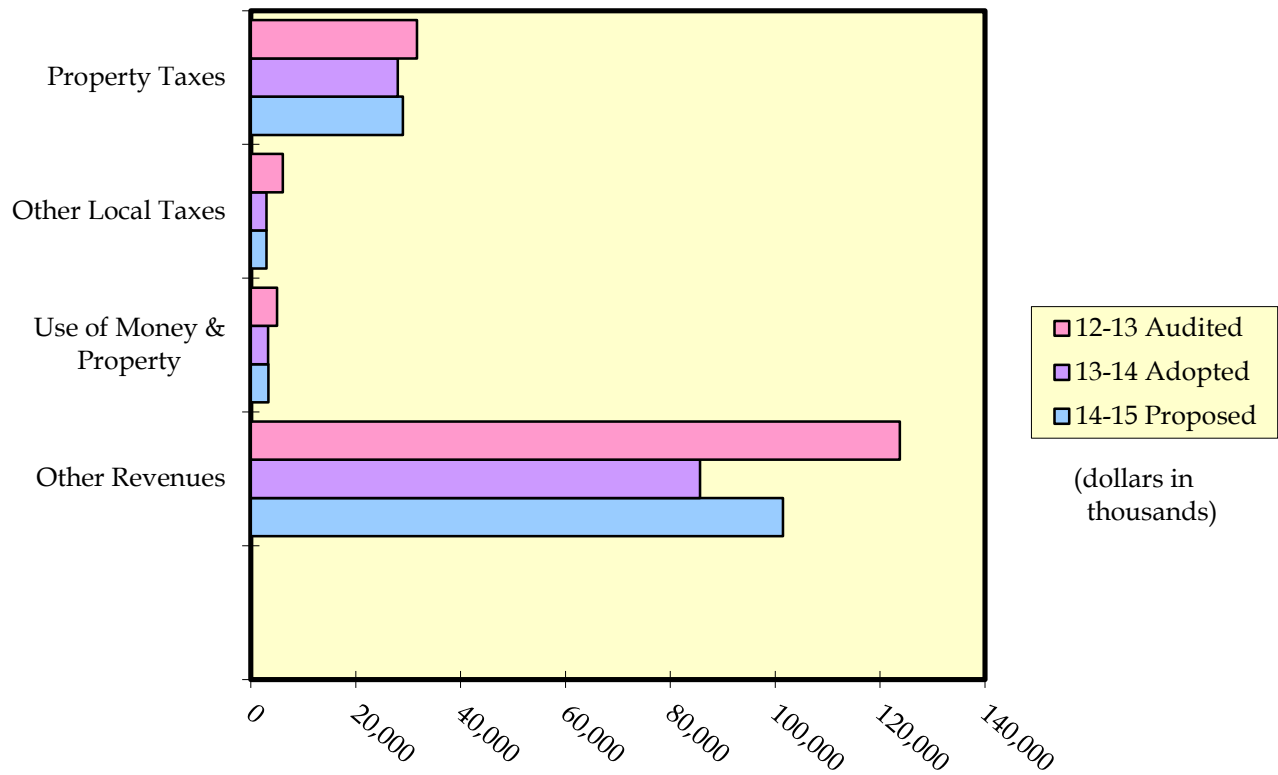
## GENERAL OPERATING FUND REVENUES



<u>Revenue Category</u>	<u>Audited Actual 2012-13</u>	<u>Adopted Budget 2013-14</u>	<u>Proposed Budget 2014-15</u>	<u>Percent Change *</u>
Property Taxes	\$ 28,122,360	30,148,400	33,782,100	12.1%
Sales Tax	16,744,001	17,268,200	17,607,780	2.0%
Other Local Taxes	12,014,783	12,009,200	13,643,640	13.6%
Use of Money & Property	10,782,942	10,605,302	10,662,679	0.5%
Other Revenues:				
Licenses, Permits & Fees/				
Fines & Forfeitures	5,909,794	5,727,050	5,434,120	(5.1%)
Intergovernmental	665,393	558,944	560,050	0.2%
Charges for Services	4,438,232	4,168,066	2,540,960	(39.0%)
Miscellaneous Revenue	2,459,051	1,509,829	1,641,227	8.7%
Interfund Revenues & Transfers	13,780,459	13,678,385	13,771,680	0.7%
Loan Repayments	1,894,254	1,894,250	0	(100.0%)
<b>TOTAL</b>	<b>\$ 96,811,269</b>	<b>97,567,626</b>	<b>99,644,236</b>	<b>2.1%</b>

\* Percent Change From Prior Year Adopted to Current Year Proposed Budget.

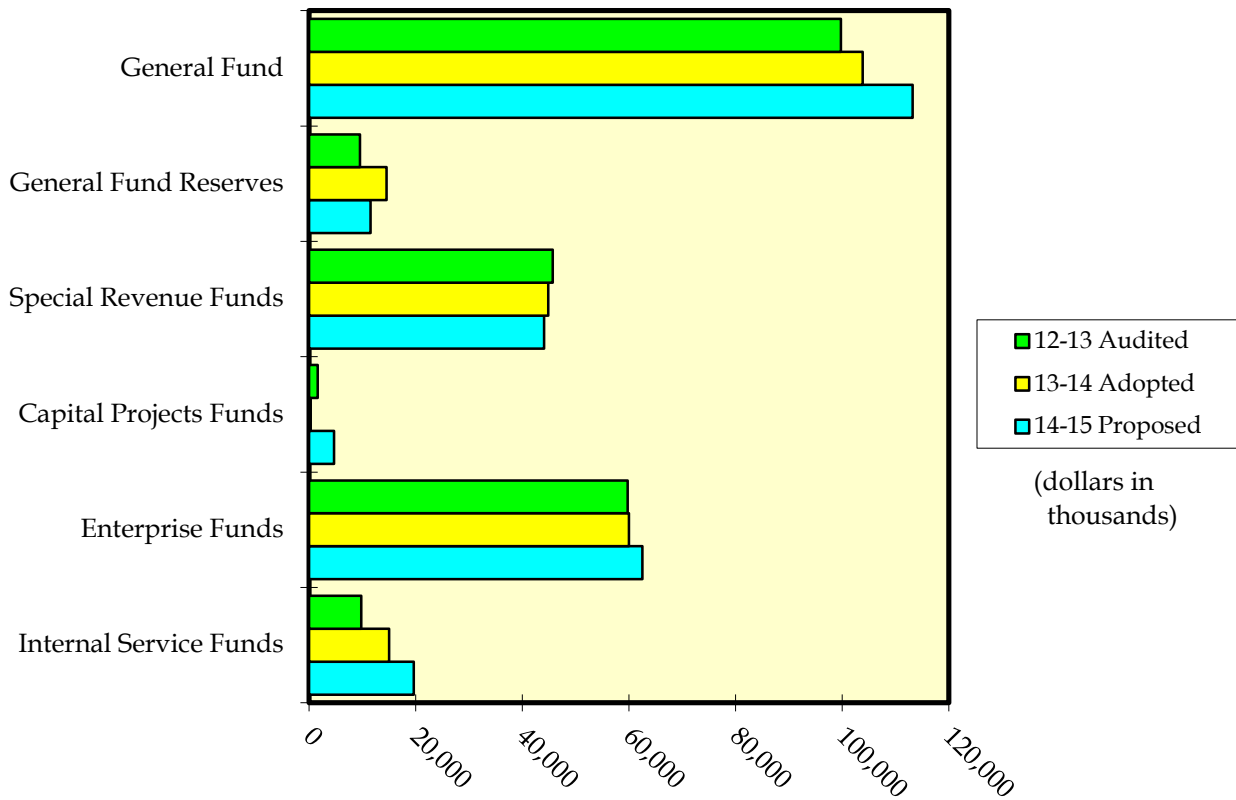
## OTHER FUND REVENUES



Revenue Category	Audited Actual 2012-13	Adopted Budget 2013-14	Proposed Budget 2014-15	Percent Change *
Property Taxes	\$ 31,680,964	28,014,961	29,000,840	3.5%
Other Local Taxes	6,114,661	3,004,000	3,004,000	0.0%
Use of Money & Property	5,019,252	3,293,506	3,333,829	1.2%
Other Revenues:				
Licenses, Permits & Fees/				
Fines & Forfeitures	4,801,413	4,534,700	5,718,820	26.1%
Intergovernmental	4,297,438	3,251,630	3,330,091	2.4%
Charges for Services	70,130,449	55,501,602	61,536,130	10.9%
Miscellaneous Revenues	16,183,849	1,736,107	1,784,811	2.8%
Interfund Revenues and Transfers	28,347,844	20,615,341	29,107,424	41.2%
<b>TOTAL</b>	<b>\$ 166,575,870</b>	<b>119,951,847</b>	<b>136,815,945</b>	<b>14.1%</b>

\* Percent Change From Prior Year Adopted to Current Year Proposed Budget.

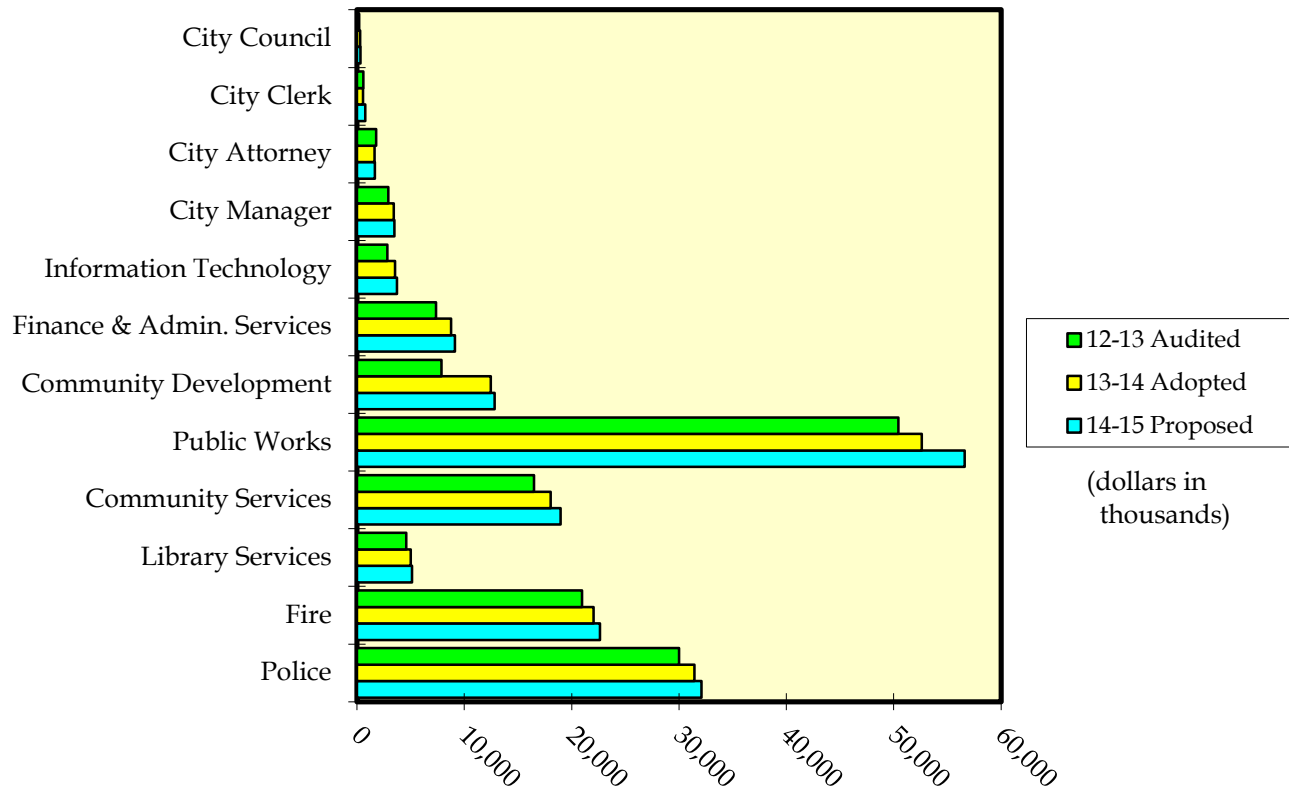
## TOTAL EXPENDITURES BY FUND TYPE



<u>Department</u>	Audited Actual 2012-13	Adopted Budget 2013-14	Proposed Budget 2014-15	Percent Change *
General Fund	\$ 99,753,745	103,821,150	113,183,729	9.0%
General Fund Reserves	9,548,827	14,502,774	11,540,683	(20.4%)
Special Revenue Funds	45,670,888	44,846,054	44,048,878	(1.8%)
Capital Projects Funds	1,598,077	296,000	4,657,000	1473.3%
Enterprise Funds	59,763,737	59,985,566	62,509,036	4.2%
Internal Service Funds	9,788,695	15,004,356	19,621,510	30.8%
<b>TOTAL</b>	<b>\$ 226,123,969</b>	<b>238,455,900</b>	<b>255,560,836</b>	<b>7.2%</b>

\* Percent Change From Prior Year Adopted to Current Year Proposed Budget.

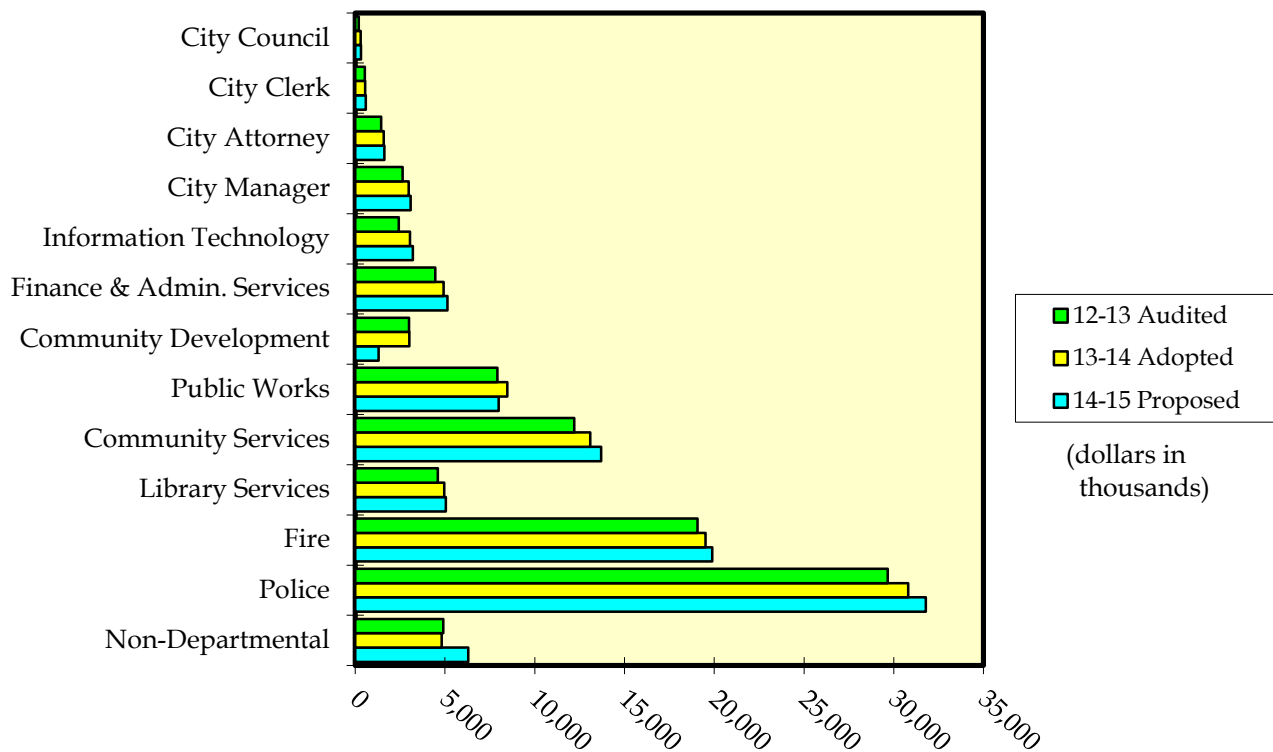
## TOTAL DEPARTMENT EXPENDITURES



Department	Audited Actual 2012-13	Adopted Budget 2013-14	Proposed Budget 2014-15	Percent Change *
City Council	\$ 205,045	310,256	329,413	6.2%
City Clerk	602,064	573,455	770,019	34.3%
City Attorney	1,798,444	1,625,444	1,656,417	1.9%
City Manager	2,911,671	3,435,096	3,484,776	1.4%
Information Technology	2,832,333	3,550,352	3,738,769	5.3%
Finance and Admin Svcs	7,378,706	8,773,796	9,139,089	4.2%
Community Development	7,860,310	12,451,099	12,809,630	2.9%
Public Works	50,423,891	52,598,742	56,602,948	7.6%
Community Services	16,494,211	18,041,944	18,952,625	5.0%
Library Services	4,603,601	5,021,134	5,130,399	2.2%
Fire	20,956,279	22,050,945	22,645,446	2.7%
Police	30,015,608	31,438,828	32,093,997	2.1%
TOTAL	\$ 146,082,163	159,871,091	167,353,528	4.7%

\* Percent Change From Prior Year Adopted to Current Year Proposed Budget.

## GENERAL OPERATING FUND EXPENDITURES



<u>Department</u>	Audited Actual 2012-13	Adopted Budget 2013-14	Proposed Budget 2014-15	Percent Change *
City Council	\$ 202,577	310,256	315,513	1.7%
City Clerk	530,997	560,155	584,219	4.3%
City Attorney	1,451,393	1,585,444	1,616,417	2.0%
City Manager	2,638,724	2,972,996	3,091,176	4.0%
Information Technology	2,420,570	3,045,811	3,216,217	5.6%
Finance and Admin Svcs	4,460,613	4,917,515	5,141,529	4.6%
Community Development	2,990,133	3,016,823	1,297,974	(57.0%)
Public Works	7,914,937	8,475,060	7,989,783	(5.7%)
Community Services	12,204,961	13,091,960	13,691,017	4.6%
Library Services	4,600,117	4,961,134	5,041,899	1.6%
Fire	19,072,242	19,514,851	19,890,217	1.9%
Police	29,655,799	30,812,591	31,777,520	3.1%
Non-Departmental	4,897,783	4,811,843	6,293,923 **	30.8%
Estimated Budget Savings	Included	(2,800,000)	(2,000,000)	(28.6%)
<b>TOTAL</b>	<b>\$ 93,040,846</b>	<b>95,276,439</b>	<b>97,947,404</b>	<b>2.8%</b>

\* Percent Change From Prior Year Adopted to Current Year Proposed Budget.

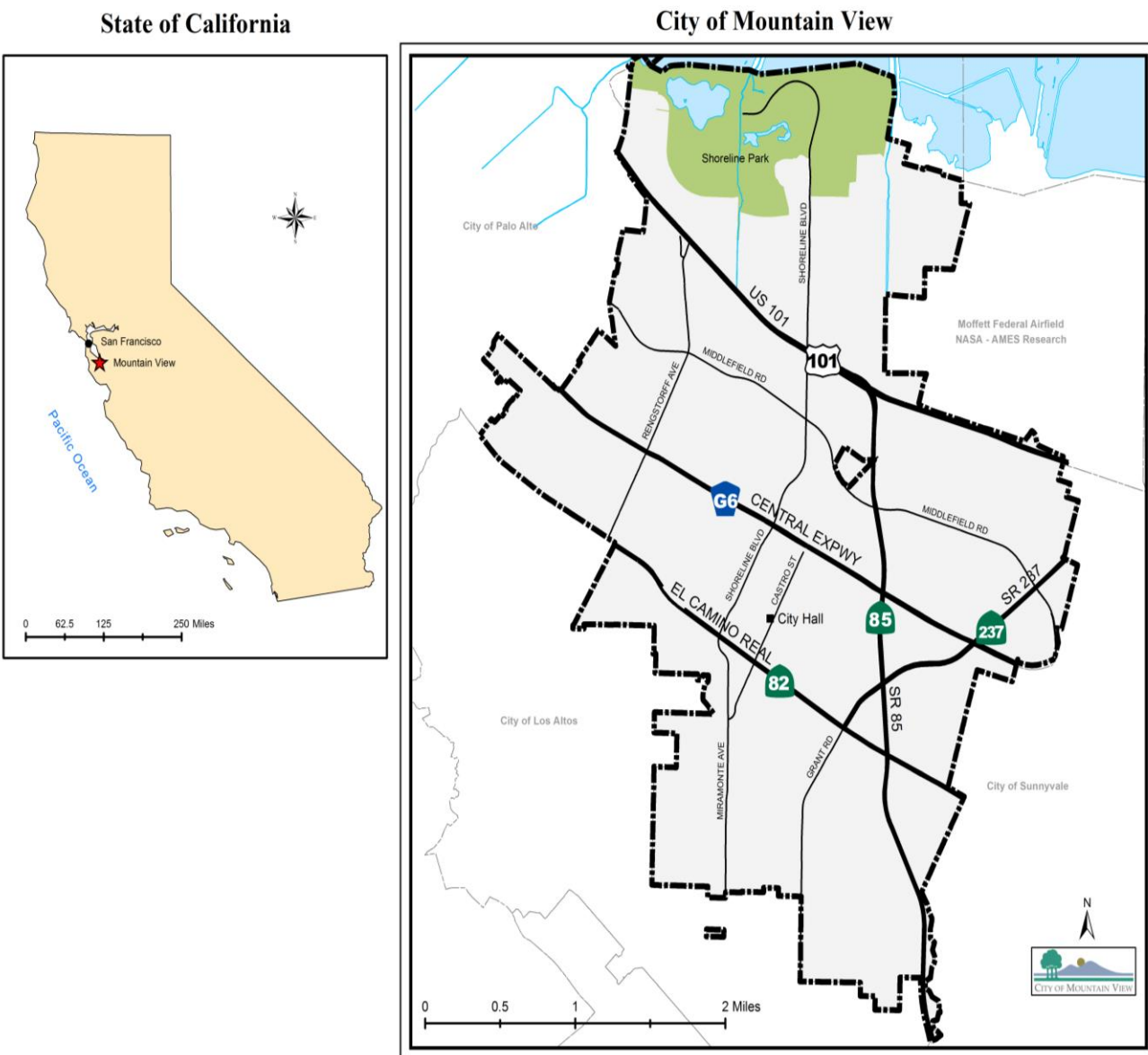
\*\* Includes the \$1.0 million transfer to Retirees' Health

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**CITY &  
COMMUNITY  
INFO**

# CITY OF MOUNTAIN VIEW, CALIFORNIA COMMUNITY PROFILE

*The City of the Mountain View's mission is to provide quality services and facilities that meet the needs of a caring and diverse community in a financially responsible manner.*



## Location

Located in the heart of Silicon Valley, the City occupies approximately 12.2 square miles in Santa Clara County and is approximately 36 miles southeast of the City of San Francisco and 15 miles northwest of the City of San Jose (the County seat).

# CITY OF MOUNTAIN VIEW, CALIFORNIA

## COMMUNITY PROFILE

### (Continued)

#### History

Mountain View began as a stagecoach stop and an agricultural center for the lush Santa Clara Valley. The town was incorporated in 1902 with a population of fewer than 1,000 people. Once covered in orchards and vineyards, by 1960 with the growth of the electronic and aerospace industries, the City of Mountain View's (City) population had exploded to over 30,000. In 2010, the population was 74,066.



Castro Street, 1904

#### Today

Mountain View is a modern, high-tech city that retains quiet neighborhoods and a historic downtown core. While Mountain View is keeping pace with new ideas and innovations, the City is also committed to the traditional values of strong neighborhoods and citizen involvement. Mountain View is comprised of a variety of distinct, locally organized neighborhood and homeowners associations which help identify the community's needs and shape the City's future. In 2009, Forbes Magazine named Mountain View fourth in "America's Top 25 Places to Live Well".



In recent years, the City has developed some of the finest recreation facilities the San Francisco Bay Area has to offer. The City's extensive park system not only provides an outstanding array of neighborhood parks, but also includes an innovative regional park created from reclaimed landfill. Shoreline-at-Mountain View Park, built along San Francisco Bay,

features an 18-hole golf course, a sailing lake and a wild life interpretive trail. The Civic Center, built around downtown's Pioneer Park, has one of the finest theater facilities in Northern California as well as a 60,000 square foot state-of-the-art library. Stevens Creek Trail, currently a 5.14 mile section of paved all-weather pathway for pedestrians and cyclists has been undergoing phases of extensions since 1991.

# CITY OF MOUNTAIN VIEW, CALIFORNIA

## COMMUNITY PROFILE

(Continued)



Downtown Mountain View is the “heartbeat” of the City. This vibrant and active center offers a tremendous array of restaurants, as well as shops, theater, sidewalk cafes, clubs, businesses and the civic center. Downtown Mountain View is known for its activities – festivals, parades, cultural events, the weekly farmers’ market, summer concerts and a variety of unique celebrations throughout the year. Thousands of people come each year to downtown Mountain View to enjoy the events, and

the character of downtown keeps them coming back. In 2012, Business Insider included Mountain View on the “Top 10 Best Cities for the Young and Trendy”.

### City Government

The City of Mountain View, incorporated on November 7, 1902, became a charter city on January 15, 1952. The City operates under a council-manager form of government. The seven council members are elected at large for four-year terms that are staggered so three or four seats are filled at the general municipal election in November of every even-numbered year. Service on the Council is limited to two consecutive terms. Each year in January, the Council elects one of its members as Mayor and another as Vice-Mayor. The Council is the legislative body of the City, sets policy and directs the course for the City.



# CITY OF MOUNTAIN VIEW, CALIFORNIA COMMUNITY PROFILE (Continued)

## City at a Glance

The climate is mild, with average temperatures during the summer months in the mid-70s and in the high 50s during the winter.

## Population

1960.....30,889  
1970.....54,132  
1980.....58,722  
1990.....67,460  
2000....71,369  
2001....72,242  
2002....71,610  
2003....72,000  
2004....71,600  
2005....72,033  
2006....71,995  
2007....73,262  
2008....73,932  
2009....74,762  
2010....74,066  
2011....74,723  
2012....75,275  
2013....76,260  
2014....76,781  
2015... 77,940  
2020....81,992



At the time of incorporation in 1902, there were approximately 611 residents in the City. Fast forward 100 years to the celebration of the City's Centennial, the population had grown to 71,610.

*Source: Association of Bay Area Governments (2015 and 2020)  
California State Department of Finance (all other years)  
U.S. Census Bureau (1960-2000 and 2010)*

### 2010 Census Population Breakdown

White	46.0%
Asian	25.7%
Hispanic or Latino	21.7%
Black or African American	2.0%
American Indian and Alaska Native	0.2%
Native Hawaiian and Pacific Islander	0.5%
Two or More Races	3.6%
Other Race	0.3%

### 2010 Census Age Distribution

<5	7.1%
5-19	14.3%
20-24	5.6%
25-34	21.1%
35-44	17.5%
45-54	13.9%
55-64	9.9%
65+	10.6%

*Source: U.S. Census Bureau*

**CITY OF MOUNTAIN VIEW, CALIFORNIA  
COMMUNITY PROFILE  
(Continued)**

**Recreation and the Arts**

- 18-hole golf course
- Boathouse & Sailing Lake
- Center for the Performing Arts
- Outdoor Amphitheatre
- Community Center
- Senior Center
- Teen Center
- 37 Parks
- 5 Trails
- 2 Pools
- 2 Community Gardens
- 2 Sports Centers



**Transportation**

- Highway 101
- Interstate 280
- State Routes, 82, 85 and 237
- Central and Foothill Expressways
- Downtown Transit Center
  - Caltrain
  - VTA
- 9.35 miles of shared-use bicycle/pedestrian paths along the Bay, Hetch-Hetchy, Permanente Creek, Stevens Creek, and Whisman Trails



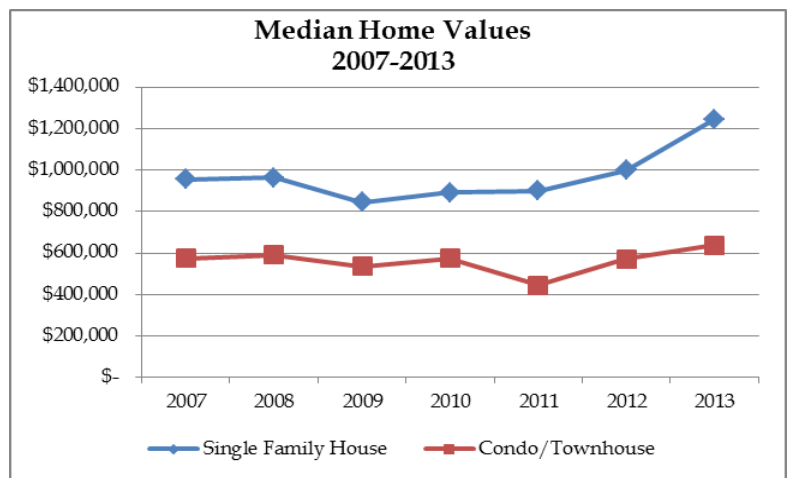
# CITY OF MOUNTAIN VIEW, CALIFORNIA COMMUNITY PROFILE (Continued)

## Land Use Distribution

	<u>Estimated Total Acres</u>	<u>Percentage of Total</u>
Residential	2,785	43.1%
Commercial	605	9.4%
Industrial	985	15.3%
Other	1,956	30.3%
Vacant	<u>122</u>	<u>1.9%</u>
Total	6,453	100.0%

## Housing

- 34,136 housing units
- Median Home Values (end of 2013)
  - Single-family home \$1,245,000
  - Condo/townhouse \$638,625
- 42% owner-occupied
- 58% renter-occupied
- 5.7% Vacancy Rate (end of 2012)



## Education

Mountain View has several elementary and secondary schools that maintain high standards and keep pace with the increasing demands for the requirements of higher education in the working world. The City is served by the Mountain View Whisman School District, Los Altos School District and Mountain View-Los Altos Union High School District. In addition, the City is located within reach of some of the best universities in the country: Stanford University, Santa Clara University, San Jose State University, Carnegie Mellon – West and University of California at Berkeley and Santa Cruz.

- 7 Public Elementary Schools
- 2 Public Middle Schools
- 3 Public High Schools
- Higher Education Statistics
  - 61% age 25 and over have a bachelor's degree or higher
  - 33% age 25 or higher have a graduate or professional degree

*Source for Higher Education Statistics: American Community Survey (ACS) 3-year estimate 2009-2011*

## CITY OF MOUNTAIN VIEW, CALIFORNIA COMMUNITY PROFILE (Continued)

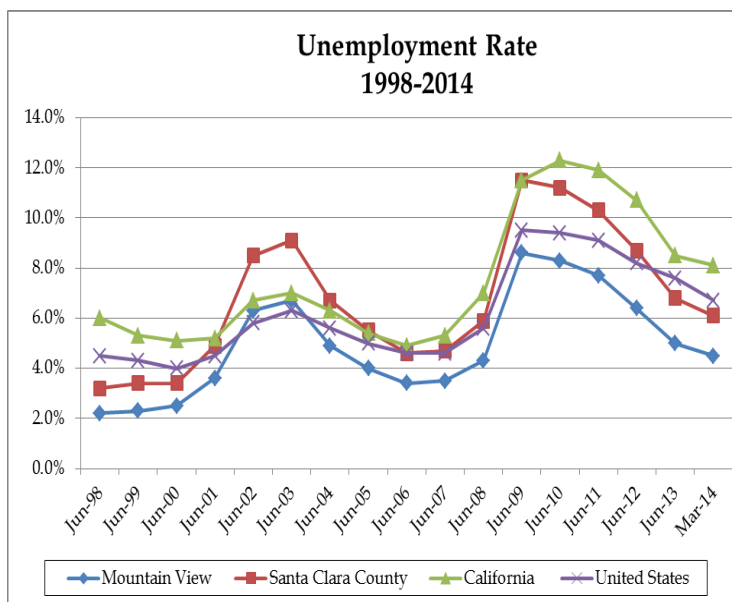
### Income

Based on a 3-year (2008-2010) estimate from the ACS, the median household income in Mountain View is \$90,976 (in 2011 inflation-adjusted dollars). This is higher than the median household income of \$87,148 in Santa Clara County and \$51,484 in the United States.

According to a 3-year (2008-2010) estimate by the ACS, 6.7 percent of households and 3.9 percent of children under age 18 in Mountain View live below the poverty level, an income threshold established by the Census Bureau each year. In Santa Clara County, 9.2 percent of households are below the poverty level, as are 11.7 percent of children under 18. Nationally, these numbers are higher with 14.4 percent of households and 20.1 percent of children under 18 years below the poverty level.

### Employment

- Unemployment rates as of March 2014
    - 4.5% in Mountain View\*
    - 6.1% in Santa Clara County\*
    - 8.1% in California
    - 6.7% in U.S.
- \*Preliminary



### Healthcare

Using a 3-year estimate from 2009 to 2011, the ACS estimates that 11.8 percent of Mountain View residents are uninsured. About one third of Mountain View residents can access a major medical facility within 30 minutes using public transit. El Camino Hospital and Kaiser Permanente are two of the prominent hospitals in the City. Community health centers such as Palo Alto Medical Foundation, MayView Community Health Center and RotaCare Bay (which offer free services to uninsured and low-income families) are also available.

**CITY OF MOUNTAIN VIEW, CALIFORNIA**  
**COMMUNITY PROFILE**  
**(Continued)**

**Fiscal Year 2013-14 Financial Status Comparisons - Selected Santa Clara County Cities**

City	Population <sup>(1)</sup>	Adopted General Fund Revenues	Adopted General Fund Appropriations	Adopted Total Budget	General Fund Expenditure Per Capita
Campbell	40,404	\$ 40,443,976	\$ 40,192,574	\$ 50,698,150	\$995
Cupertino	59,620	52,188,660	57,505,270	89,074,272	965
Milpitas	67,894	65,366,939	64,942,528	114,428,775	957
<b>Mountain View</b>	<b>76,260</b>	<b>97,567,626</b>	<b>98,076,439<sup>(2)</sup></b>	<b>228,794,743<sup>(3)</sup></b>	<b>1,286</b>
Palo Alto	66,368	143,044,000	145,650,000	458,290,923	2,195
San Jose	984,299	936,489,102	1,059,017,727	2,912,584,930	1,076
Santa Clara	120,284	158,236,461	158,236,461	640,853,287	1,316
Sunnyvale	145,973	136,731,757	139,951,117	285,141,599	959

*Source: Revenues, Appropriations and Budget obtained from respective cities*

<sup>(1)</sup> Estimates as of 1/1/13, obtained from the California State Department of Finance.

<sup>(2)</sup> Does not include estimated budget savings.

<sup>(3)</sup> Amounts exclude interfund transfers.

**Major Employers**

(In alphabetical order)

Employer	Type of Business
Alcatel-Lucent	Information Technology
City of Mountain View	Local Government
Complete Genomics	Life Sciences
El Camino Hospital	Health Services
Google Inc.	Software
Hansen Medical	Health Care Equipment & Supplies
Intuit Corporation	Financial Software
LinkedIn	Social Networking
Microsoft Corporation	Software
Omnicell	Health Care Technology
Palo Alto Medical Foundation	Health Services
Siemens	Diagnostic Imaging Systems
Symantec	Software
Synopsys, Inc.	Chip Development Software & Services
Teledyne Microwaves	Microwave Technology & Mfg.
Walmart	Food & Staples Retailing

*Source: City of Mountain View*

**CITY OF MOUNTAIN VIEW, CALIFORNIA  
COMMUNITY PROFILE  
(Continued)**

**Top 25 Sales Tax Producers  
As of December 31, 2013  
(In alphabetical order)**

Allison BMW  
ASA Computers  
Bed Bath & Beyond  
Best Buy  
Bill Baileys Chevron  
Bon Appetit Management  
Coast Gasoline  
Costco  
CVS Pharmacy  
Direct Buy  
Financial Services Vehicle Trust  
Kohls  
Marshalls  
Mountain View Shell  
REI  
Safeway  
Shoreline Amphitheatre  
Shoreline Shell  
Siemens Medical Solutions  
Synopsys  
Symantec  
Target  
Valley Oil  
Walgreens  
Walmart

*Source: HdL Companies*

## TOP TEN PROPERTY TAXPAYERS

Fiscal Year 2013-14  
(dollars in thousands)

OWNER	AGENCY	PRIMARY USE	ASSESSED VALUATION	PERCENTAGE OF TOTAL ASSESSED VALUATION
Google Inc.	City/SRPC	Industrial/ Unsecured	\$ 1,870,460	10.0%
HCP Life Science REIT Inc.	SRPC	Industrial	331,389	1.8%
Mission West Shoreline LLC	SRPC	Industrial	183,896	1.0%
Richard T. Peery Trustee	SRPC	Industrial	134,762	0.7%
Microsoft Corporation	City/SRPC	Unsecured	130,595	0.7%
Intuit Inc.	City/SRPC	Industrial/ Unsecured	121,337	0.6%
P A Charleston Road LLC	SRPC	Commercial	103,487	0.6%
Richard M. & Beverly Salado Trustee	SRPC	Industrial	77,013	0.4%
400 Castro Street Inc.	City	Commercial	56,598	0.3%
SIC-Mountain Bay Plaza LLC	City	Commercial	<u>52,517</u>	<u>0.3%</u>
Total			\$ <u><u>3,062,054</u></u>	16.3%

Fiscal Year 2013-14 Total Net Assessed Valuation \$ 18,759,659,690

Source: Santa Clara County Assessor Fiscal Year 2013-14 Combined Tax Rolls  
(as of July 1, 2013).

City: City of Mountain View (General Operating Fund)  
SRPC: Shoreline Regional Park Community

**GENERAL  
OPERATING  
FUND 10-YEAR  
LONG-RANGE  
FINANCIAL  
FORECAST**

## **GENERAL OPERATING FUND 10-YEAR LONG-RANGE FINANCIAL FORECAST**

### **INTRODUCTION**

The practice of forecasting is an important part of a city's financial planning process. While it is challenging to accurately forecast local government revenues due to the variable nature of the revenue sources and their connection to regional, State, national, and even international economic conditions, it is possible to identify reasonable financial trends and provide a conceptual financial picture for a multi-year period and is useful to the City's decision-making.

Annually, a five-year forecast is prepared and presented to the City Council during the budget process. Beginning with the Fiscal Year 2008-09 budget process, the City Council set as a high-priority goal the development of a 10-year forecast. The 5-year forecast is prepared annually and a 10-year Long-Range Financial Forecast is prepared periodically (every 2 to 4 years), and initially discussed with City Council during the Narrative Budget Study Session. This report is a 10-year Long-Range Financial Forecast (Forecast) for the time period of Fiscal Years 2014-15 through 2023-24.

A financial forecast, even with fluctuating economic variables, can help identify long-term financial trends, causes of fiscal imbalances, future fiscal challenges, opportunities, and potential requirements, all of which may assist in continuing on a path of fiscal sustainability. Growth and development will occur at a different pace than anticipated in this Forecast and actual revenues and expenditures in future years will vary, but trend lines will be apparent and this information can serve as a foundation for the City Council's decision-making for Fiscal Year 2014-15 budget deliberations. The Forecast is focused on the General Operating Fund (GOF), which provides financing for the majority of City services, including Police, Fire, Parks, Recreation, Library, and administrative functions necessary for ongoing City operations. The GOF is also the fund that is most influenced by economic conditions.

### **BACKGROUND AND ANALYSIS**

The Forecast is based on reasonable assumptions utilizing available information from a wide variety of sources. These sources include reviewing the City's historical trends, gathering information from economists that specialize in the regional economics of Silicon Valley, reviewing various indicators (e.g., unemployment data, etc.), networking with staff of neighboring agencies, reviewing State of California (State) and national economic trends, and factoring in known Mountain View conditions, such as economic and property development. Other factors considered are the estimated growth in the recovery from the latest recession, as well as the impact of the next cyclical economic downturn. Confidence levels in the Forecast assumptions become more uncertain with

each subsequent fiscal year and actual future revenues and expenditures will vary from the Forecast. The current level of City services, staffing, and cost of operations projected for Fiscal Year 2014-15 is the base year for the forecast of subsequent fiscal years' expenditures.

The trend, based on the assumptions utilized, including the proposals to the Budget, and assuming \$2.0 million annual budget savings, indicate revenues in Fiscal Year 2014-15 through Fiscal Year 2018-19 will exceed expenditures. It is projected there will be a general slowdown in economic activity at some point during the 10-year forecast period, but it is uncertain as to when it will occur. Historically, slowdowns in the economy have been about every 10 years in the past four decades, with the exception of the Great Recession which occurred only 6 years after the dot-com bust. It has been approximately 6.5 years since the beginning of the last recession; therefore, the next cycle could occur sooner than projected. The Forecast projects the impacts of the next slowdown beginning in Fiscal Year 2019-20.

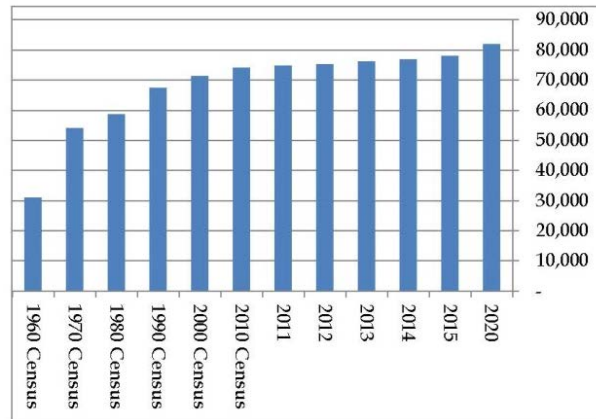
The various GOF revenue sources respond differently to such an economic event—some, such as Transient Occupancy Tax (TOT), react almost immediately and others, such as property taxes, sales tax, and investment earnings, lag behind. While the budget is essentially balanced until the next recession, the projected operating balance is a negative \$3.0 million for Fiscal Year 2019-20 and grows to a negative \$10.5 million in Fiscal Year 2021-22, recovering slightly to a negative \$9.5 million by the end of the 10-year period. Although the Forecast projects an unbalanced budget, it is not the intent that the City would adopt a deficit budget during these fiscal years, but rather is to highlight the trends that are projected to occur if no actions are taken. The Forecast allows for planning and actions to be taken in advance of the deficit occurring.

The 2030 General Plan projects the residential population of the City will be approximately 82,000 by the year 2021. This 5,740 (7.5 percent) increase in population is not anticipated to require a significant increase in the levels of services currently provided. Similar population growth has been experienced in recent history and did not result in a significantly increased demand for services. There were service level increases, but these stemmed from the result of programs deemed desirable for creation or enhancement—partnerships with the local school districts and/or the addition of parks and facilities.

The following chart shows historical population annually for the past 10 years and each U.S. Census year back to 1960 and projects population growth to 2020. From the 2000 Census to the 2010 Census, the City of Mountain View population grew by 2,697 (3.8 percent).

## Population

1960 Census	30,889
1970 Census	54,132
1980 Census	58,722
1990 Census	67,460
2000 Census	71,369
2010 Census	74,066
2011	74,723
2012	75,275
2013	76,260
2014	76,781
2015	77,940
2020	81,992



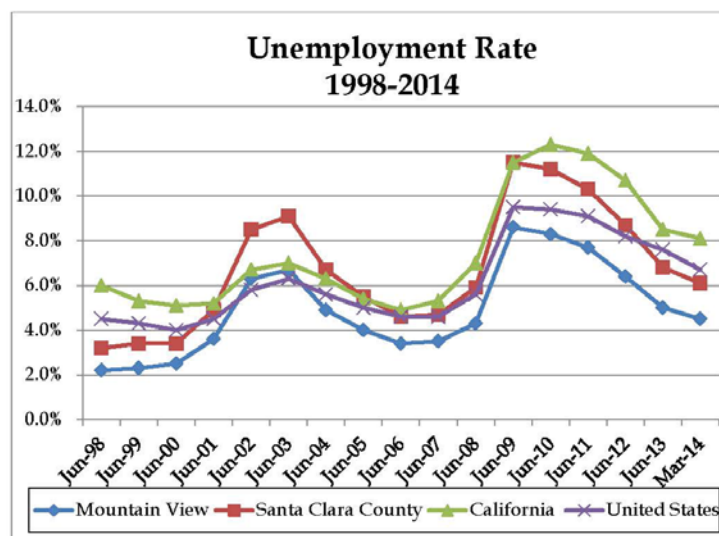
Sources: Association of Bay Area Governments (2015 and 2020)  
California State Department of Finance (all other years)

## Economic Climate Factors

There are factors which impact each individual revenue source, some of which have broad ranges affecting multiple revenues and some are specific to an individual revenue source. The Forecast includes a discussion of these economic factors below:

### Unemployment

As detailed in the chart below, Mountain View's unemployment level has been below the County of Santa Clara (County), State, and nation, except during the recession of the early 2000s, which hit Silicon Valley the hardest. As of March 2014, unemployment in the City is at 4.5 percent (preliminary), close to the prerecession rate of 3.4 percent and well below the County (6.1 percent, preliminary), the State (8.1 percent), and the nation (6.7 percent).



## State of California

After a decade of budgetary imbalances resulting in State employee furloughs and staffing reductions, and deep cuts to social programs including all levels of education, the Governor has proposed a structurally balanced budget for Fiscal Year 2014-15 (for the second consecutive year). The revenue generated from the increase in both personal income tax and sales tax approved by the voters with the passage of Proposition 30 in November 2012 allows for continued investment in schools. The recovering economy is allowing for expansion of health care and funding for crime reduction and public safety.

There are, however, ongoing State impacts to the City—Educational Revenue Augmentation Fund (ERAF) losses, diversion of Vehicle License Fees (VLF), deferral/elimination of State mandate reimbursements, elimination of public library funding, and dissolution of redevelopment agencies.

### **Revenue and Expenditure Overview**

In order to maintain a base level of services, revenue growth is necessary. If the existing revenue base cannot generate sufficient revenues to fund the cost of operations, the economic base must be enhanced or operating costs reduced. After including the proposed changes, Fiscal Year 2014-15 revenues are projected to increase \$2.1 million (2.1 percent) compared to the current fiscal year adopted revenues.

However, the Proposed Budget includes the reclassification of the final two years of the Shoreline Regional Park Community loan repayment to the General Non-Operating Fund. Since there are only two years remaining, it is no longer considered “operating” revenue and should be used for one-time purposes. It is also proposed to consolidate all development-related activities into the Development Services Fund (formerly Building Services). Adjusting for the reclassification of the loan repayment and development-related services revenues, General Operating Fund revenues would be \$6.8 million (7.0 percent) higher than the current fiscal year adopted.

Expenditures are \$1.7 million (1.8 percent) higher compared to the Fiscal Year 2013-14 Adopted Budget. However, adjusting for development-related services, expenditures would be \$4.2 million (4.4 percent) higher than current fiscal year adopted. The increases in expenditures are primarily related to cost-of-living adjustments (COLAs), retirement, and health-care benefit cost increases. Included are \$578,000 in new proposed expenditures to high-priority areas. After allowing for anticipated budget savings of \$2.0 million, the operating balance is projected to be \$1.7 million at the end of Fiscal Year 2014-15.

After four years of budget reductions and revenue enhancements to maintain a structurally balanced budget, the City is experiencing strong economic recovery and is in an enviable position with a surplus projected for the next couple of fiscal years. Therefore, given resources that have not been available in recent years, staff is proposing to allocate \$1.0 million to Other Post-Employment Benefits (OPEB) (i.e., retirees' health), for the next two fiscal years. Although there have been changes made to reduce the cost of current health benefits with the move of public safety employees to PERS Health Program (PEMHCA), there is still an anticipated increase in the overall retirees' health liability. In addition, the move to a lower discount rate of 7.0 percent has increased this liability. Therefore, staff is proposing allocating funding towards this obligation.

Fiscal Year 2014-15 includes a contractual cost-of-living adjustment (COLA) and Fiscal Year 2015-16 includes a modest COLA, but there are no COLAs included in the subsequent eight fiscal years of the forecast period. However, the entire forecast period does include amounts for annual step and merit increases, as well as projected annual benefit cost increases. Projected cost increases in Salary and Benefits range from \$2.4 million to \$3.9 million annually. The percentage of the GOF devoted to benefits has increased from 18.2 percent to 26.2 percent over the past decade. In addition, Supplies and Services are projected to increase by an average of \$415,000 annually for inflationary and nondiscretionary increases.

The following table includes the projected revenues and expenditures by category for Fiscal Year 2014-15 and the subsequent forecast years.

GENERAL OPERATING FUND FORECAST  
(dollars in thousands)

	2013-14 <u>ADOPTED</u>	2013-14 <u>ESTIMATED</u>	2014-15 <u>PROPOSED</u>	2015-16 <u>FORECAST</u>	2016-17 <u>FORECAST</u>	2017-18 <u>FORECAST</u>
REVENUES:						
Property Taxes	\$30,149	31,088	33,782	35,306	36,734	38,819
Sales Tax	17,268	17,109	17,608	18,059	18,510	18,973
Other Local Taxes <sup>1</sup>	12,009	13,166	13,643	14,212	14,641	14,990
Use of Money and Property	10,605	10,633	10,663	10,884	11,221	11,738
Other Revenues <sup>2</sup>	25,642	27,102	23,948	24,273	24,604	24,927
Loan Repayments	<u>1,894</u>	<u>1,894</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
TOTAL REVENUES	<u>97,567</u>	<u>100,992</u>	<u>99,644</u>	<u>102,734</u>	<u>105,710</u>	<u>109,447</u>
EXPENDITURES:						
Salaries and All Pays	53,012	52,188	52,577	53,816	54,275	54,583
Retirement	11,400	11,400	12,268	13,464	15,400	16,701
Health Benefits	9,586	8,500	8,997	10,247	11,286	12,335
All Other Benefits	<u>4,724</u>	<u>4,534</u>	<u>4,974</u>	<u>5,160</u>	<u>5,276</u>	<u>5,403</u>
Personnel Costs	78,722	76,622	78,816	82,687	86,237	89,022
Supplies and Services	14,244	14,280	14,540	14,925	15,322	15,729
Capital Outlay/ Equipment Replacement	2,545	2,749	2,589	2,648	2,718	2,791
Self-Insurance	2,565	2,564	3,002	2,994	2,939	2,830
Budget Savings	<u>(2,800)</u>	<u>Included</u>	<u>(2,000)</u>	<u>(2,000)</u>	<u>(2,000)</u>	<u>(2,000)</u>
NET EXPENDITURES	<u>95,276</u>	<u>96,215</u>	<u>96,947</u>	<u>101,254</u>	<u>105,216</u>	<u>108,372</u>
OPEB Funding	-0-	-0-	(1,000)	(1,000)	-0-	-0-
OPERATING BALANCE/(DEFICIT)	\$ <u>2,291</u>	<u>4,777</u>	<u>1,697</u>	<u>480</u>	<u>494</u>	<u>1,075</u>

<sup>1</sup> Other Local Taxes consists of Transient Occupancy Tax, Business Licenses and Utility Users Tax

<sup>2</sup> Other Revenue consists of License, Permit & Fees; Fines & Forfeitures, Intergovernmental; Charges for Services; Miscellaneous Revenue; and Interfund Revenues & Transfers.

<u>2018-19</u> <u>FORECAST</u>	<u>2019-20</u> <u>FORECAST</u>	<u>2020-21</u> <u>FORECAST</u>	<u>2021-22</u> <u>FORECAST</u>	<u>2022-23</u> <u>FORECAST</u>	<u>2023-24</u> <u>FORECAST</u>
40,224	41,223	42,115	43,302	44,614	45,951
19,447	19,924	17,931	16,146	16,550	16,962
15,263	13,189	11,824	12,678	13,754	15,126
12,318	12,795	13,181	13,617	14,074	14,541
25,176	24,740	24,536	24,854	25,170	25,493
<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<u>112,428</u>	<u>111,871</u>	<u>109,587</u>	<u>110,597</u>	<u>114,162</u>	<u>118,073</u>
54,759	54,851	54,921	54,984	55,042	55,101
17,978	19,230	20,385	21,074	21,736	22,373
13,488	14,754	16,144	17,671	19,348	21,191
<u>5,528</u>	<u>5,657</u>	<u>5,792</u>	<u>5,932</u>	<u>6,079</u>	<u>6,233</u>
91,753	94,492	97,242	99,661	102,205	104,898
16,125	16,532	16,951	17,381	17,824	18,279
2,865	2,942	3,022	3,103	3,187	3,274
2,868	2,908	2,947	2,989	3,032	3,075
<u>(2,000)</u>	<u>(2,000)</u>	<u>(2,000)</u>	<u>(2,000)</u>	<u>(2,000)</u>	<u>(2,000)</u>
<u>111,611</u>	<u>114,874</u>	<u>118,162</u>	<u>121,134</u>	<u>124,248</u>	<u>127,526</u>
-0-	-0-	-0-	-0-	-0-	-0-
<u>817</u>	<u>(3,003)</u>	<u>(8,575)</u>	<u>(10,537)</u>	<u>(10,086)</u>	<u>(9,453)</u>

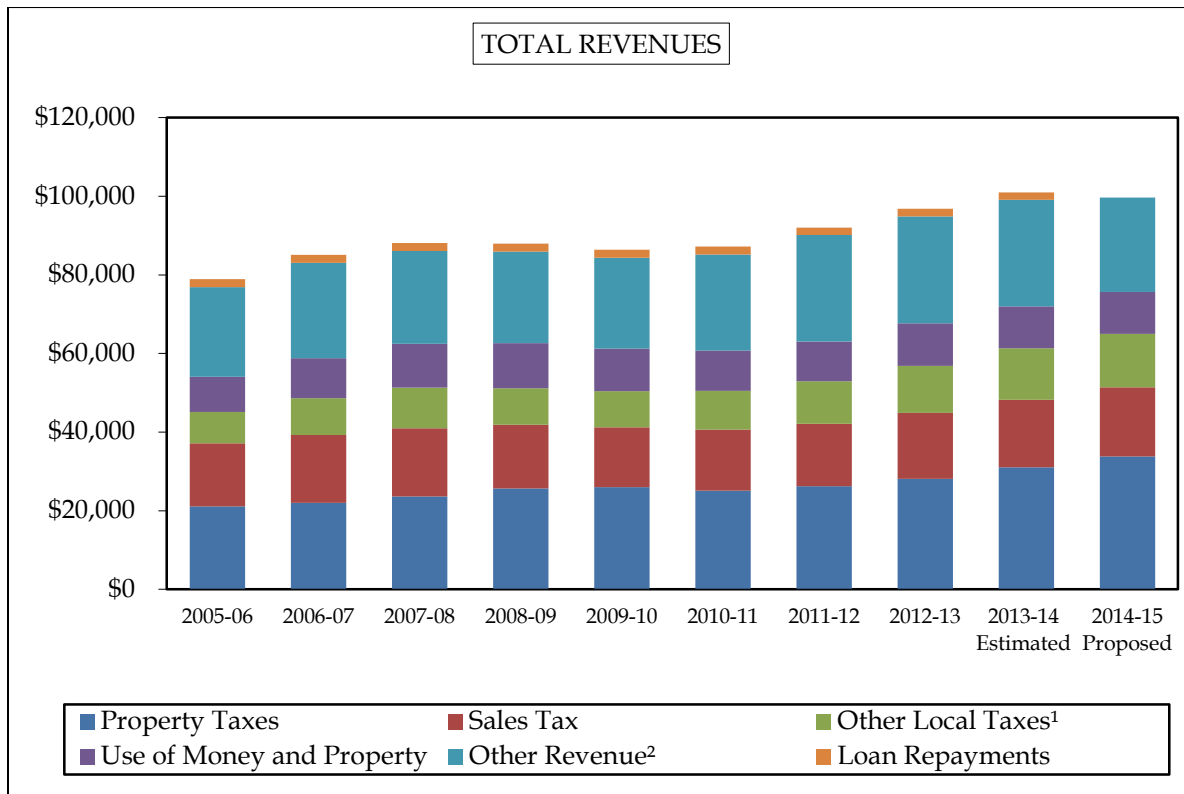
## Revenue and Expenditure Background

### Revenues

Historical experience demonstrates Mountain View has a relatively volatile revenue base, primarily related to sales tax, with substantial variation in the amount of revenues collected over time (see Exhibit A for revenue and expenditure history). There is a strong correlation between economic conditions and the amount of revenues received. In addition to the overarching factors described in the Economic Climate Factors section, the City's revenue volatility is continually impacted by local factors.

For Fiscal Year 2014-15, all the main categories of General Operating Fund revenues are projected to meet or exceed the Fiscal Year 2013-14 Adopted Budget. Significant factors, such as increasing property values, hotel rates and occupancy, and improved compliance with the City's Utility Users Tax (UUT) Ordinance are contributing to an improving financial condition and an overall indication the City is continuing recovery from the recession.

A history of total General Operating Fund Revenues is as follows (dollars in thousands):



<sup>1</sup> Other Local Taxes consists of Transient Occupancy Tax, Business Licenses and Utility Users Tax

<sup>2</sup> Includes Licenses, Permit & Fees/Fines & Forfeitures, Intergovernmental; Charges for Services; Miscellaneous Revenue; and Interfund Revenues & Transfers.

Fiscal Year 2014-15 total revenues are projected to increase \$2.1 million (2.1 percent) compared to the Fiscal Year 2013-14 adopted including the adjustments to revenues. Adjusting for the reclassification of the loan repayment and development-related services revenues, revenues are \$6.8 million (7.0 percent) higher than the current fiscal year adopted. Additional discussion of individual revenue sources can be found later in this report.

### Expenditures

During Fiscal Years 2009-10 through 2012-13, there were projected structural deficits ranging from \$1.1 million to \$6.0 million and, through a combination of operating efficiencies and expenditure reductions (totaling \$7.4 million), revenue enhancements, and employee cost containment (totaling \$2.2 million), the City was able to weather the Great Recession. Revenues had recovered sufficiently and no budget restructuring was necessary for the Fiscal Year 2013-14 Adopted Budget. The projection for Fiscal Year 2014-15 also indicates there will be sufficient funding for the proposed expenditures. However, from the peak in Fiscal Year 2001-02, the GOF employee count has been reduced by over 70.0 positions (over 14.0 percent). Overall, the City is operating at a very lean staffing level for the quality and level of services provided.

The Forecast expenditures are calculated in the same manner as the annual budget and include the full cost of each existing position (Salary and Benefits), adjusted based on compensation as approved by City Council in the various Memorandums of Understanding (MOUs) and employee agreements and multi-year assumptions related to each component of cost (e.g., steps, merits, retirement, health care, etc.). The factors for future health benefit costs were based on health-care trends and prior years experience. The projected California Public Employees' Retirement System (PERS) rates for Fiscal Years 2014-15 through 2019-20 were provided by PERS, but adjusted by staff for the projected impacts of the changes to demographic assumptions recently adopted by the PERS Board. The remaining fiscal years were projected internally (see Salaries and Benefits section).

For Supplies and Services and the remaining categories, a base level of expenditures is calculated utilizing the Fiscal Year 2014-15 Proposed Budget and then adjusted based on the multi-year assumptions related to each component of cost (e.g., City utilities, equipment maintenance, self-insurance funding, etc.).

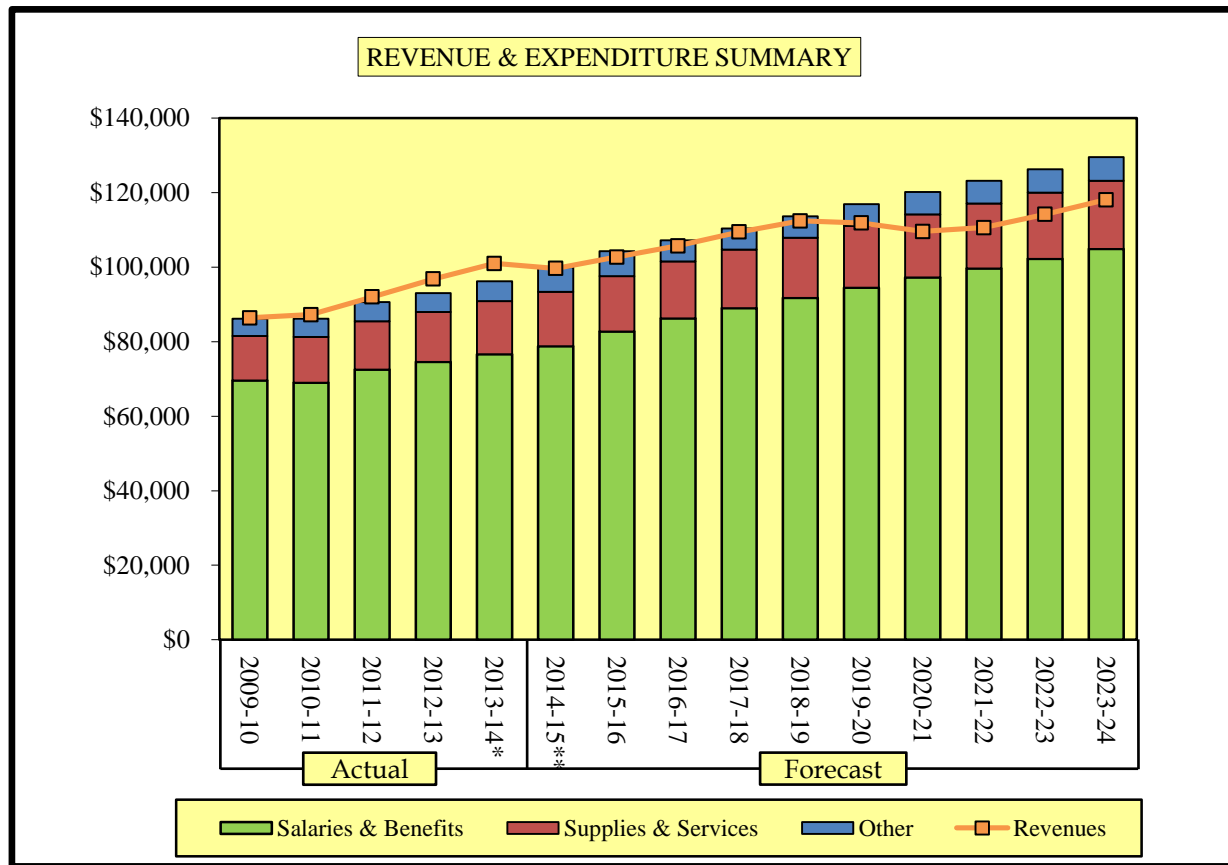
Based on past experience, it is typical to underspend the budget due to vacant positions and cost containment in Supplies and Services accounts. Therefore, budget savings of \$2.0 million is assumed for each year of the forecast period.

## **SUMMARY**

Silicon Valley continues to be a leader in the economic recovery—job creation, vacant space utilization, and development of both residential and commercial projects are contributing to the health of the economy. Although anticipated PERS rate increases and medical rate increases are significant factors in cost increases, the Forecast projects sufficient revenue growth until the next recession occurs. Beyond Fiscal Year 2014-15, the forecast years continue to indicate a minimal positive operating balance (anticipating continued revenue growth and after allowing for the \$2.0 million in budget savings, but does not account for any cost-of-living adjustments after Fiscal Year 2015-16) until the next economic downturn hits. Future economic challenges ahead appear to be dependent upon the strength of the economy.

Following is a detailed and graphic presentation of the Forecast, summarizing the assumptions and resulting revenues and expenditures.

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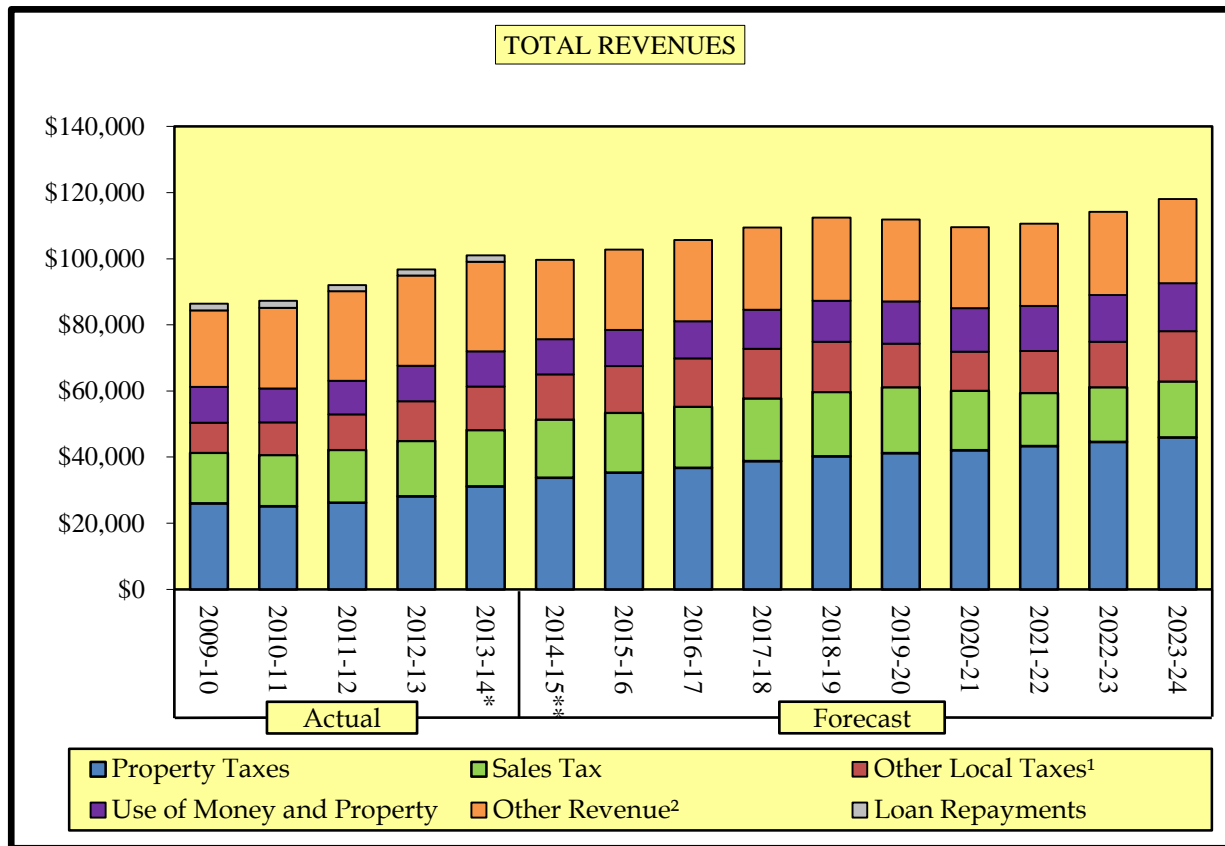
<u>Fiscal Year</u>	<u>Revenues</u>	<u>Expenditures</u>
2009-10	86,416	86,136
2010-11	87,240	86,160
2011-12	92,041	90,605
2012-13	96,811	93,041
2013-14 *	100,992	96,215
2014-15 **	99,644	99,947
2015-16	102,734	104,254
2016-17	105,710	107,216
2017-18	109,447	110,372
2018-19	112,428	113,611
2019-20	111,871	116,874
2020-21	109,587	120,162
2021-22	110,597	123,134
2022-23	114,162	126,248
2023-24	118,073	129,526

\* Estimated

\*\* Proposed

(dollars in thousands)

The Fiscal Year 2014-15 proposed expenditures and all forecast years do not include the projected operating budget savings.



<u>Fiscal Year</u>	<u>Total Revenues</u>	<u>% Change</u>
2009-10	86,416	(1.8%)
2010-11	87,240	1.0%
2011-12	92,041	5.5%
2012-13	96,811	5.2%
2013-14 *	100,992	4.3%
2014-15 **	99,644	(1.3%)
2015-16	102,734	3.1%
2016-17	105,710	2.9%
2017-18	109,447	3.5%
2018-19	112,428	2.7%
2019-20	111,871	(0.5%)
2020-21	109,587	(2.0%)
2021-22	110,597	0.9%
2022-23	114,162	3.2%
2023-24	118,073	3.4%

\* Estimated

\*\* Proposed

(dollars in thousands)

<sup>1</sup> Includes Business Licenses, Transient Occupancy and Utility Users Tax.

<sup>2</sup> Includes Licenses, Permits & Fees/Fines & Forfeitures; Intergovernmental; Charges for Services; Miscellaneous Revenue; and Interfund Revenues & Transfers.

## **PROPERTY TAXES**

Property Taxes include the revenue generated from the City's share of the 1.0 percent levy assessed on the taxable value of real and personal property located within the City limits. The assessed value (AV) of secured real property that does not experience a change in ownership or is not subject to new construction is increased annually at a rate not to exceed the California Consumer Price Index (CCPI) or 2.0 percent, whichever is lower. However, if a property changes ownership, it is reassessed (up or down) at the current market value and new construction is initially valued at the cost of the construction. In addition, the County Assessor can proactively adjust the assessed value of properties downward to market value during periods of declining property values. Unsecured tax on personal property, such as computers and other equipment, is assessed on the value of the property as reported annually to the County by the owning business.

### **SOURCES**

- Property tax assessed on secured real property.
- Property tax assessed on unsecured personal property.
- Property tax assessed on leased property.

### **ECONOMIC FACTORS**

- General economic conditions.
- Proposition 13—determines methodology of tax application, limits the annual AV increase, and sets the tax rate.
- California Consumer Price Index (CCPI—October through October).
- Property demand, sales, and values.
- New development.
- County processing time for new development and ownership transfers and inclusion on the tax roll.
- Proactive assessment reductions by the County Assessor.
- Assessment appeals.

- Availability of credit.
- State legislation regarding tax allocation.

## **HISTORY**

In 1992, as a way of solving its own budget shortfall, the State enacted legislation that shifted partial financial responsibility for funding education to local government. Property tax revenues belonging to cities, counties, and special districts were shifted to the ERAF. The net cumulative loss to the GOF resulting from all ERAF shifts through Fiscal Year 2013-14 exceeds \$78 million (in excess of \$81.0 million for the entire City).

For the past two decades, housing activity has remained strong with short periods of uncertainty or declines related to the availability of housing stock, interest rates, and the overall economy. During Fiscal Year 2008-09, the housing market collapsed and assessed valuation across the County suffered and caused some properties to be appraised at less than the outstanding debt on the property. In Fiscal Years 2010-11 and 2011-12, the annual CCPI was 0.237 percent and 0.753 percent, respectively. During that time, foreclosures increased dramatically nationwide as homeowners defaulted on their mortgages and California was the epicenter of the foreclosure crisis. The ripple effects included significant losses in the stock market and property values, business closures or tightening of spending, layoffs, an abrupt halt to construction activity and housing sales, and a tightening of credit, many of which contributed to foreclosure rates. The number of foreclosure starts in California has declined significantly, down 60.0 percent compared to 2012. From January 2008 through December 2013, there were 237 foreclosures in the City, 1.1 percent of the total foreclosures in the County, and this also had a negative impact to the City's tax roll. The number of foreclosures has fallen dramatically in both the County and the City, with only eight in Mountain View in 2013.

Beginning Fiscal Year 2008-09, the County began processing Proposition 8 (Prop 8) reductions for residential and commercial properties. The Fiscal Year 2013-14 tax roll included significant restoration of value and removal of parcels from Prop 8 status – 57.7 percent net AV restoration compared to the prior fiscal year, one of the highest recovery levels in the County. This resulted in the generation of approximately \$500,000 additional property tax revenue for the current fiscal year. The County is currently completing the annual review process of residential and commercial properties to determine the restoration for Fiscal Year 2014-15. County staff will be reviewing the remaining parcels in Prop 8 status in May as they prepare the July 1, 2014 tax roll.

IMPACT OF PROPOSITION 8  
(Dollars in thousands)

<u>Fiscal Year</u>	<u>Impacted General Fund Parcels</u>	<u>Net AV (Reduction)/ Restoration</u>	<u>Property Tax (Loss)/Restored</u>
2008-09	204	(\$152,373)	(\$243)
2009-10	1,867	(120,084)	(192)
2010-11	1,393	(275,671)	(441)
2011-12	366	(63,929)	(102)
2012-13	303	68,742	110
2013-14	(2,255)	313,437	500
REMAINING PROP 8 IMPACT	<u>1,878</u>	<u>(\$229,878)</u>	<u>(\$368)</u>

In the time period since the beginning of the recession, commercial property owners have also submitted applications for value reductions. The number of appeals submitted County-wide for 2013 is the lowest since 2008. Because of the variable nature of commercial properties, the process of reviewing and valuing them is more complicated and lengthy. The County has processed County-wide AV roll reductions (primarily the result of resolved appeals) and corrections totaling a net of \$1.6 billion through April 30, 2014. The General Fund's share of this property tax revenue loss for Fiscal Year 2013-14 is approximately \$148,000. A significant number of pending appeals still remain and these are anticipated to continue to negatively impact the City's property tax revenue. It is projected the potential at-risk AV is \$240.0 million, which would result in a property tax loss of \$384,000 to the General Fund. However, some appeals are dismissed or granted a partial reduction.

The number of residential sales in the entire City during calendar year 2013 (most recent information available) is one of the highest since tracking was initiated in 2007. As detailed in the table below, there has been growth in the median price of single-family homes (SFH) with changes in ownership (CIO) beginning in 2010, with a more significant increase in the SFH median price for sales which occurred in 2012 and 2013.

Median Price Statistics (Mountain View Residential Properties with a CIO)

<u>Year</u>	<u>Single-Family Home (SFH)</u>	<u>Number of SFH CIO</u>	<u>Condo/ Townhome</u>	<u>Number of Condo/ Townhome CIO</u>
2007	\$955,000	218	\$575,000	255
2008	\$963,250	200	\$590,000	184
2009	\$845,000	182	\$535,000	179
2010	\$892,000	267	\$572,500	268
2011	\$900,750	306	\$445,000	241
2012	\$1,000,000	341	\$570,000	299
2013	\$1,245,000	297	\$639,000	356

In total, Fiscal Year 2013-14 estimated Property Tax revenue of \$31.1 million is exceeding both the adopted budget of \$30.1 million and the prior fiscal year actual of \$28.1 million.

#### **FORECAST**

The Fiscal Year 2014-15 projected secured property tax revenue is based on the Fiscal Year 2013-14 tax roll adjusted for the following:

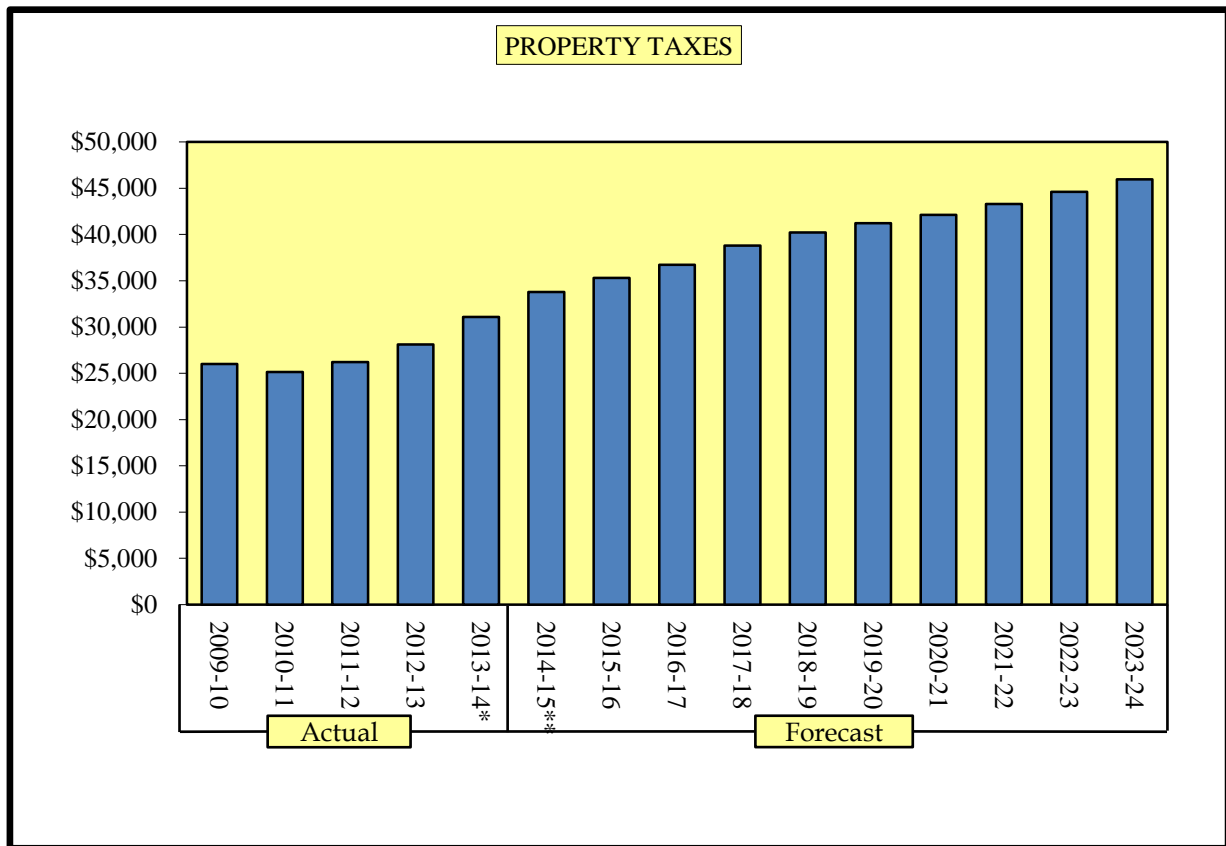
- A 0.454 percent CCPI increase to the AV of all eligible residential and commercial property;
- Projected overall AV gain as a result of restoration of Prop 8 reductions net of loss from resolution of pending appeals;
- Value changes related to property transfers and sales prior to the lien date;
- Increased AV projection related to new development and remodels; and
- Share of property tax from the former Revitalization Authority.

Compared to the July 1, 2013 tax roll, these factors result in an overall 5.6 percent growth in General Operating Fund secured assessed value.

As mentioned earlier, the County has a backlog of approximately 7,300 appeals. As the County is not able to provide information about pending appeals specific to each local agency, the Fiscal Year 2014-15 revenue includes a projection for Prop 8 restoration and resolution of pending appeals, which result in a net 0.5 percent projected increase in the total AV.

For the remaining forecast years, total secured property tax is projected with net growth ranging from 2.7 percent to 7.2 percent annually. These average annual increases include an annual change in AV based on a 2.0 percent CCPI, new development projects in the pipeline, anticipated growth from changes in ownership and remodeling, and the City's share of the projected property tax from the former Revitalization Authority. At this time, there is no increased AV or property tax projected for The Village at San Antonio Phase II, 700 East Middlefield Road, or Moffett Gateway projects. Should Moffett Gateway proceed as expected, this could be a dedicated revenue source for a major unfunded capital project, such as the Police/Fire Administration Building.

Fiscal Year 2014-15 unsecured property tax revenue is projected with a slight increase compared to the Fiscal Year 2013-14 estimated and the remaining forecast years are projected to increase 1.0 percent annually through 2019-20. It is projected to decline in the following two years for the impact of an anticipated downturn in the economy and then recover in the final two fiscal years of the 10-year forecast.



<u>Fiscal Year</u>	<u>Property Taxes</u>	<u>% Change</u>
2009-10	26,017	1.4%
2010-11	25,142	(3.4%)
2011-12	26,216	4.3%
2012-13	28,122	7.3%
2013-14 *	31,088	10.5%
2014-15 **	33,782	8.7%
2015-16	35,306	4.5%
2016-17	36,734	4.0%
2017-18	38,819	5.7%
2018-19	40,224	3.6%
2019-20	41,223	2.5%
2020-21	42,115	2.2%
2021-22	43,302	2.8%
2022-23	44,614	3.0%
2023-24	45,951	3.0%

\* Estimated

\*\* Proposed

(dollars in thousands)

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## **SALES TAX**

Sales Tax revenue is the second largest single revenue source of the GOF and also the most volatile. The City of Mountain View is allocated 1.0 percent of every sales dollar subject to sales tax which is reduced by 25.0 percent as discussed below. In the late 1990s, sales tax from commercial/industrial businesses generated a greater amount of sales tax than retail businesses, an approximate 1.5:1 ratio. During the current decade, as a result of relocations and the recession, the ratio of sales tax generated by commercial/industrial and retail businesses has changed and is currently at an approximate 1:3 ratio.

### **SOURCES**

- Retail sales of tangible personal property to individuals and other businesses.
- Use and excise taxes on business consumption of personal property.
- State and County pooled sales tax allocated by population.

### **ECONOMIC FACTORS**

- Business expansion, reduction, or relocation.
- State of the economy.
- Purchasing patterns.
- State Board of Equalization allocation decisions.
- Level of business-to-business sales.
- Technology changes.

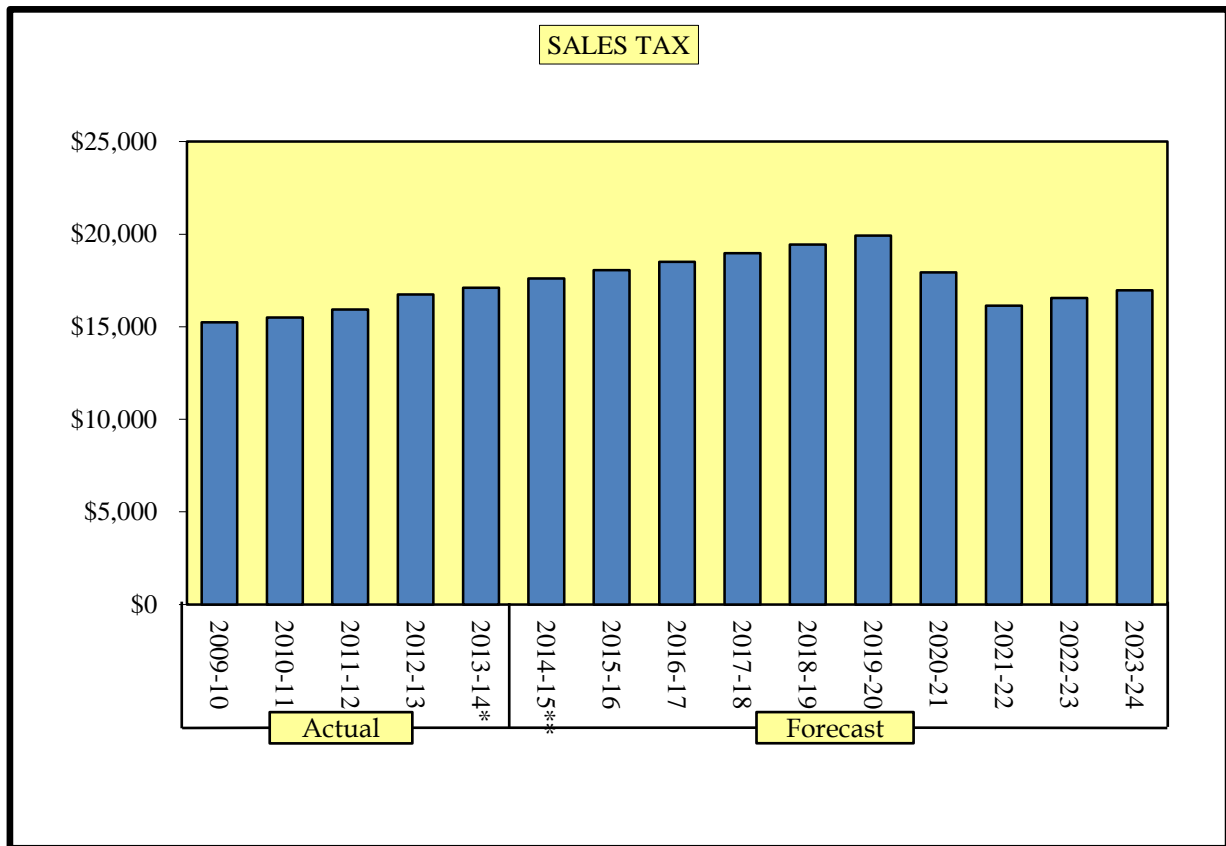
### **HISTORY**

Since the early 1990s, sales tax has been an extremely volatile revenue source, reaching an all-time record high of \$24.1 million in Fiscal Year 2000-01, primarily resulting from high-tech businesses. A precipitous decline to \$14.2 million occurred in Fiscal Year 2003-04 followed by steady growth through Fiscal Year 2007-08 to \$17.3 million. These variations typically occur as businesses move in and out of the City, companies modify reporting and/or sales methods, and the economy changes. Fundamentally, as the service economy grows and less manufacturing is done locally, there is a smaller

commercial tax base. As a result of the Great Recession, sales tax revenue fell in excess of \$2.0 million (11.8 percent) to \$15.2 million. Since then, sales tax revenue has again steadily grown. The most recent sales tax data indicates there is net growth within Santa Clara County, the nine Bay Area counties, and the State year over year. By the end of the current fiscal year, sales tax revenue to the City is estimated to grow approximately 2.2 percent to \$17.1 million compared to the prior fiscal year actual, and is below the current fiscal year adopted by less than 1.0 percent.

## **FORECAST**

Fiscal Year 2014-15 Sales Tax revenue is projected with a net growth of approximately 2.9 percent compared to the Fiscal Year 2013-14 estimate, the combination of projected continued economic recovery of retail and building, the opening of the first phase of The Village at San Antonio Center redevelopment, net of the loss due to the relocation of several businesses out of the City. The subsequent forecast years include an anticipated annual growth of 2.5 percent except Fiscal Years 2020-21 and 2021-22, which include a 10.0 percent annual decline resulting from a projected downturn in the economy. The Forecast does not include increased sales tax for The Village at San Antonio Center Phase II.



<u>Fiscal Year</u>	<u>Sales Tax</u>	<u>% Change</u>
2009-10	15,242	(6.3%)
2010-11	15,502	1.7%
2011-12	15,940	2.8%
2012-13	16,744	5.0%
2013-14 *	17,109	2.2%
2014-15 **	17,608	2.9%
2015-16	18,059	2.6%
2016-17	18,510	2.5%
2017-18	18,973	2.5%
2018-19	19,447	2.5%
2019-20	19,924	2.5%
2020-21	17,931	(10.0%)
2021-22	16,146	(10.0%)
2022-23	16,550	2.5%
2023-24	16,962	2.5%

\* Estimated

\*\* Proposed

(dollars in thousands)

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## **OTHER LOCAL TAXES**

Other Local Taxes is comprised of Transient Occupancy Tax (TOT), Business License Tax, and Utility Users Tax (UUT).

### **SOURCES**

- TOT is a 10.0 percent tax assessed on hotel and motel occupancies. Any occupancy by a government employee, while on government business, or a stay exceeding 30 consecutive days, is exempt from the tax. This tax is self-reported on a quarterly basis by hotels and motels within the City limits, and a compliance audit is performed on a periodic basis.
- Business License Tax is assessed on all businesses known to be operating in Mountain View and billed annually. The tax rate varies by type of business, generally \$30 per year for most (73.0 percent of Mountain View businesses), but can be as high as \$630 for certain types of businesses.
- UUT is a 3.0 percent tax assessed on the consumption of all telecommunication, electricity, and gas services. Companies providing taxable utility services remit UUT payments monthly and a compliance audit is performed on a periodic basis.

### **ECONOMIC FACTORS**

- TOT: Number of hotel rooms, room rate, occupancy rate, and number of exemptions.
- Business License Tax: Number and types of businesses licensed by the City and the applicable tax rate.
- UUT: Customer base, level of consumption, and price of the commodity.

### **HISTORY**

TOT: The current tax rate is 10.0 percent, last modified in June 1991 from 8.0 percent. Occupancy and room rates in the City typically grow in nonrecessionary times. The impacts of economic downturns or disruptions are immediately felt in TOT revenue as demonstrated after the dot-com bust and the Great Recession when TOT fell by 26.6 percent. TOT revenues began to recover from this last recession in spring 2010 and growth has continued through March 2014.

Business License Tax: This revenue does not change significantly from year to year as the tax rate has remained essentially unchanged since June 1954 (excluding two business types updated in 1985). In Fiscal Year 2012-13, approximately 5,600 business licenses were issued. Fluctuation in the number of businesses does not significantly change annual revenue because of the low annual tax.

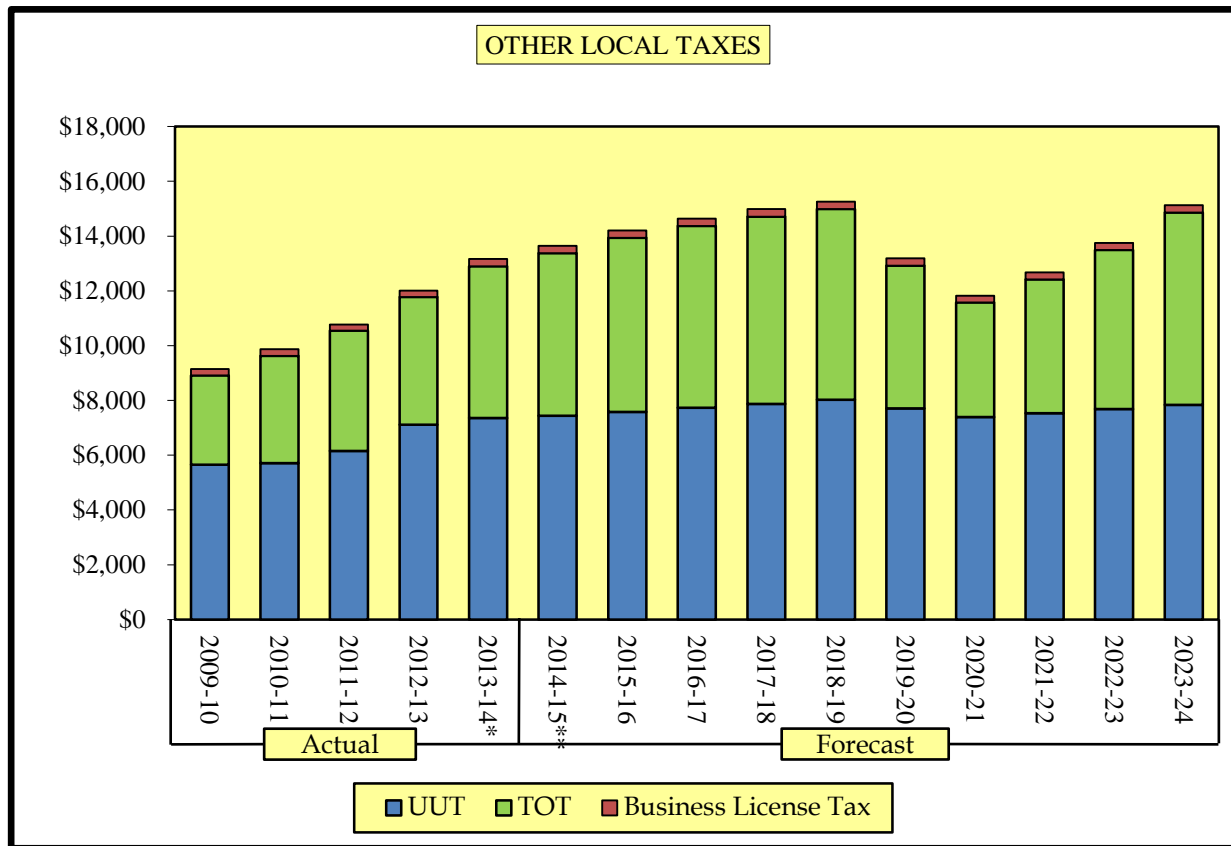
UUT: The tax is calculated on the consumer cost of the energy (gas and electricity) and telecommunication services utilized. The tax revenue fluctuates with the cost, customer usage, and/or customer base and is negatively impacted by economic downturns as businesses close and many customers reduce usage. In November 2010, the voters approved a ballot measure which broadened the base to include all telecommunications services in order to treat all customers equally and the amended ordinance became effective March 2011. As a result, UUT generated from telecommunications increased. An audit of the telecommunications providers was completed in January 2014 and resulted in a \$1.1 million settlement, one-time assessment payments, and new ongoing revenue.

## **FORECAST**

TOT: The growth phase is anticipated to continue at a reduced pace, reflecting a 7.0 percent increase for Fiscal Year 2014-15 compared to the Fiscal Year 2013-14 estimate. Growth continues at a declining rate through Fiscal Year 2018-19, declines 40.0 percent over the two-year anticipated downturn, and recovers by the end of the forecast period. The Forecast does not include any increase in room capacity from potential new hotels.

Business License Tax: The business license revenue is forecast with 1.0 percent annual growth excluding the anticipated two-year downturn which includes a 10.0 percent decline.

UUT: Total projected UUT revenue for Fiscal Year 2014-15 is slightly higher than the current fiscal year estimate, reflecting slight increases in all sources. Excluding the anticipated two-year recessionary period, annual growth of approximately 2.0 percent is expected from telecommunications and energy usage during the forecast period as there are major residential and commercial development projects in the pipeline which will increase consumption.



<u>Fiscal Year</u>	<u>Utility Users Tax</u>	<u>Transient Occupancy Tax</u>	<u>Business License Tax</u>	<u>Total Other Local Taxes</u>	<u>% Change</u>
2009-10	5,651	3,267	226	9,144	(1.1%)
2010-11	5,711	3,914	245	9,870	7.9%
2011-12	6,157	4,397	220	10,774	9.2%
2012-13	7,108	4,668	239	12,015	11.5%
2013-14 *	7,357	5,543	266	13,166	9.6%
2014-15 **	7,446	5,929	268	13,643	3.6%
2015-16	7,586	6,354	272	14,212	4.2%
2016-17	7,729	6,638	274	14,641	3.0%
2017-18	7,876	6,837	277	14,990	2.4%
2018-19	8,026	6,958	279	15,263	1.8%
2019-20	7,705	5,218	266	13,189	(13.6%)
2020-21	7,397	4,175	252	11,824	(10.3%)
2021-22	7,539	4,884	255	12,678	7.2%
2022-23	7,684	5,813	257	13,754	8.5%
2023-24	7,833	7,033	260	15,126	10.0%

\* Estimated

\*\* Proposed

(dollars in thousands)

## **USE OF MONEY AND PROPERTY**

Use of Money and Property is comprised of investment earnings and revenue from rents and leases of City property. Investment earnings are generated from the General Fund's share of the City's pooled investment portfolio. Rents and Leases revenue is generated from rental properties and lease agreements.

### **SOURCES**

- Monthly interest allocation generated by the City's pooled investment portfolio.
- Leased and rented properties, including:
  - Crittenden, Charleston East, and North Charleston sites
  - Shoreline Amphitheatre
  - Recology
  - Center for the Performing Arts
  - Michaels at Shoreline
  - Community School of Music and Arts (CSMA)
  - CVS (parking structure, retail space)
  - Bean Scene Café, Olympus Caffé, and Savvy Cellar Wines, Inc.
  - Bank of America (ATM)
  - Wireless Telecommunication Providers (GTE Mobilnet, Metro PCS, Sprint)

### **ECONOMIC FACTORS**

- Economy.
- Federal Reserve policy and interest rates.
- Portfolio balance.
- City Investment Policy.
- Lease agreements.

### **HISTORY**

Investment Earnings: Over the past decade, part of the City's financial strategy was to build reserves in anticipation of budget constraints in order to generate additional revenue in the form of investment earnings and to maintain sufficient funds to weather any further significant declines in revenues. The Federal Reserve has aggressively

managed short-term interest rates since 2006 in an effort to combat the ripple effect of the subprime lending crisis and support the economic recovery by reducing the Federal funds rate from 5.25 percent to the current target of 0.25 percent. This has significantly impacted the City's interest earnings.

Rents and Leases: Over time, the City has strategically developed City-owned properties and negotiated lease agreements which generate long-term revenue for the General Operating Fund. These leases and the revenue generated become even more important during economic downturns as they do not immediately fluctuate with the economy, and most include annual inflationary increases.

In 1995, 1996, and 2008, the City first negotiated and signed ground lease agreements for the North Charleston, Crittenden, and Charleston East sites, respectively. As allowed in the ground leases, the market rent includes fixed annual increases and is revalued every 10 years.

In late Fiscal Year 2005-06, Council approved the amended and restated lease between the City and SFX Entertainment, Inc. (operating company of Live Nation, Inc.), for the lease of the Shoreline Amphitheatre. The terms of the lease eliminated the percentage rent structure and replaced it with a fixed amount of \$200,000 per month for the concert season (nine months), a total of \$1.8 million annually.

In September 2007, CVS opened in the Bryant Street parking structure and began paying the City the negotiated monthly lease rent. The annual lease revenue is currently \$283,000 (\$243,000 to the GOF and \$40,000 to the Parking District to offset maintenance costs).

In May 2010, Savvy Cellars opened to the public at the Centennial Plaza Train Depot and, in accordance with the lease, the annual revenue to the City for the first five years is \$29,700.

In April 2011, the City executed a long-term (52 years) ground lease with Google Inc. for the other portion of the Charleston East site which became effective in June 2011, and Google remitted \$30.0 million in prepaid rent to the City which is invested and generates annual investment earnings

## **FORECAST**

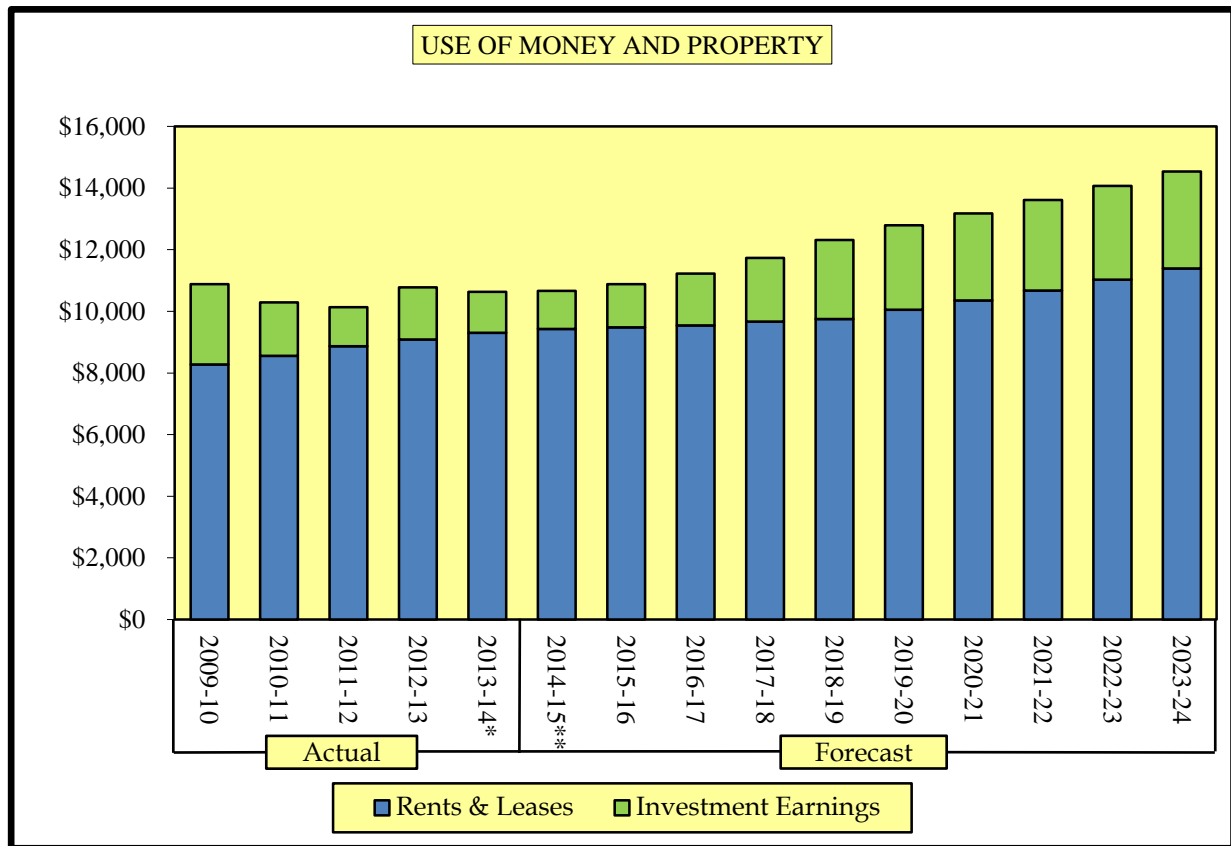
Investment Earnings: The Fiscal Year 2014-15 projection is based on the assumption that as instruments mature, the funds will be reinvested at rates slightly higher than those available in the current fiscal year. Fiscal Year 2014-15 projects the average portfolio yield declines to 1.16 percent as the last of the high-yielding instruments mature in 2014 and the projected rates, although higher than the current fiscal year, are

lower than the maturing securities. This assumes the Federal funds rate target remains at 0.25 percent through 2014, and the Local Agency Investment Fund (LAIF) pooled rate averages 0.30 percent. The City's average portfolio yield is anticipated to begin rising in Fiscal Year 2015-16 as a result of the progressively increasing rates and reinvestment of lower-yielding instruments upon maturity. The average portfolio yield is projected to continue rising, although more slowly at the end of the forecast period as a result of the anticipated economic downturn.

The \$1.1 million investment earnings projected to be generated from the Google prepaid rent was based on an average annual yield of 3.5 percent. However, the low-interest-rate environment has lasted longer than initially anticipated and it is recommended to maintain the lease revenue transfer at the \$750,000 level to maintain the principal amount. Once interest rates begin to rise, the amount available will be reevaluated.

Rents and Leases: Three of the leases with Google include 3.0 percent or 4.0 percent annual increases and all will have a revaluation during the forecast period. The fair-market value of the Crittenden and Charleston East leases are projected to be less in the year they are revalued than the projected lease rents for that year. Overall, annual lease revenue from Google is not projected to decline as the other leases have annual inflationary increases.

The City receives \$1.8 million annually from SFX Entertainment, Inc., for lease of the Shoreline Amphitheatre through Fiscal Year 2016-17 and 2.0 percent annual contractual increases begin the following fiscal year. The lease agreement with CSMA includes an increase effective during Fiscal Year 2018-19. The Savvy Cellars lease provides for an increase in Fiscal Year 2015-16. The parking structure was partially funded with former Revitalization Authority (Authority) funds and, based on the agreement to wind down the affairs of the former Authority, any revenues generated from the parking structures are shared with the taxing entities in the same portion of the Authority's contribution to the structures. The Compensation Agreement is expected to be effective July 1, 2014, resulting in a loss of \$118,000 annually. In Fiscal Year 2017-18, the CVS lease agreement provides for an 11.9 percent increase. The remaining lease agreements will remain essentially level.



Fiscal Year	Rents & Leases	Investment Earnings	Total Use of Money and Property	% Change
2009-10	8,272	2,609	10,881	(5.2%)
2010-11	8,557	1,733	10,290	(5.4%)
2011-12	8,866	1,272	10,138	(1.5%)
2012-13	9,083	1,700	10,783	6.4%
2013-14 *	9,306	1,327	10,633	(1.4%)
2014-15 **	9,430	1,233	10,663	0.3%
2015-16	9,479	1,405	10,884	2.1%
2016-17	9,545	1,676	11,221	3.1%
2017-18	9,669	2,069	11,738	4.6%
2018-19	9,751	2,567	12,318	4.9%
2019-20	10,051	2,744	12,795	3.9%
2020-21	10,357	2,824	13,181	3.0%
2021-22	10,680	2,937	13,617	3.3%
2022-23	11,032	3,042	14,074	3.4%
2023-24	11,388	3,153	14,541	3.3%

\* Estimated

\*\* Proposed

(dollars in thousands)

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## **LICENSES, PERMITS, AND FEES/FINES AND FORFEITURES**

This revenue category is comprised of Licenses and Permits, Franchise Fees, and Fines and Forfeitures.

### **SOURCES**

- Licenses and Permits revenues are generated from businesses requiring specific City permits.
- Franchisees are required to pay Franchise Fees as compensation to the City for the use of City property while providing a commercial service to Mountain View businesses and residents.
- Fines and Forfeitures are generated from citations issued by the City and the California Highway Patrol.

### **ECONOMIC FACTORS**

- State of the economy.
- Franchise agreements and revenues generated by franchisees.
- Level of development activity.
- State and Federal regulations, legislation, and funded programs.

### **HISTORY**

Licenses, Permits, and Fees: Licenses and Permits revenue tends to fluctuate with the development cycle. In Fiscal Year 2006-07, Building Services was separated from the General Operating Fund to better facilitate tracking and accounting. For several years after, revenue in this category (not related to Building Services) was level, but has grown with development activity of the past several years.

Franchise Fee revenue generated from gas and electricity usage has historically increased as a result of significant commercial and residential development and declined during economic downturns as a result of commercial office vacancies.

In accordance with the agreement between the City and the City's trash and recycling collector, Recology, a monthly service fee is owed the City. This fee includes a portion for the exclusive right to perform this activity and a portion is attributable to other solid

waste services. This revenue has fluctuated over the past decade as a result of conservation efforts, migration to larger-size containers, and increases in refuse service charges in addition to the economic reasons listed above.

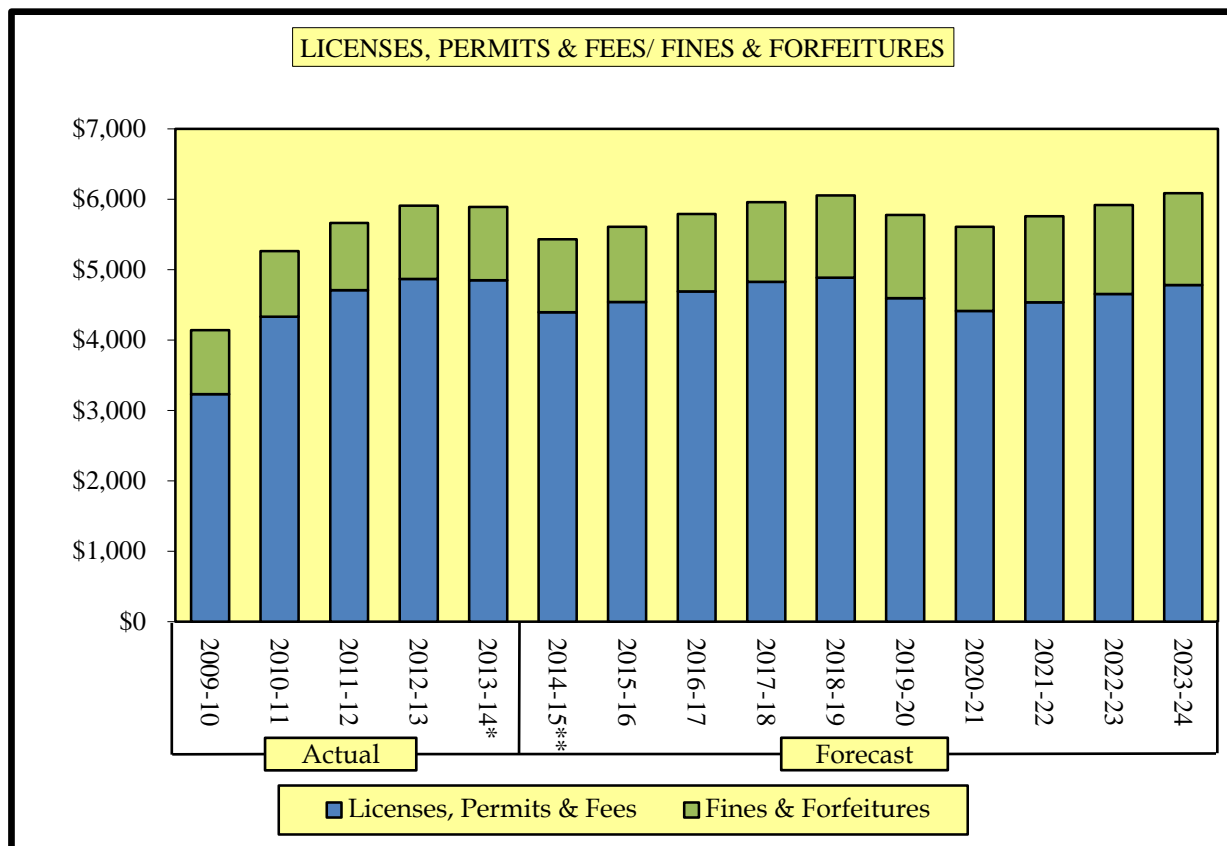
Beginning in Fiscal Year 2011-12, Cable Franchise revenues were budgeted directly as General Fund Franchise revenue in lieu of a transfer from the Cable Fund. In total, Franchise Fee revenue has been growing since Fiscal Year 2009-10.

Fines and Forfeitures: This revenue source includes false alarm fees, and bail/fine payments from the County and parking violation payments and has been growing steadily since Fiscal Year 2005-06.

## **FORECAST**

Licenses, Permits, and Fees: Fiscal Year 2014-15 Licenses and Permits revenue is projected to be \$502,000 lower than the Fiscal Year 2013-14 Adopted Budget, reflecting the impact of the proposal to consolidate all development activities into a Development Services Fund. The remainder of the forecast period includes average annual increases of less than 1.0 percent excluding the decline over the two-year economic downturn. The Forecast includes average annual increases of 2.8 percent for Franchise Fees, excluding the 9.6 percent decline for the anticipated two-year economic downturn.

Fines and Forfeitures: Average annual increases of 2.3 percent are included for Fines and Forfeitures over the forecast period.



Fiscal Year	Licenses, Permits & Fees	Fines & Forfeitures	Total Licenses, Permits & Fees/ Fines & Forf	% Change
2009-10	3,231	909	4,140	2.6%
2010-11	4,334	930	5,264	27.1%
2011-12	4,711	954	5,665	7.6%
2012-13	4,867	1,043	5,910	4.3%
2013-14 *	4,850	1,040	5,890	(0.3%)
2014-15 **	4,394	1,040	5,434	(7.7%)
2015-16	4,540	1,071	5,611	3.3%
2016-17	4,690	1,103	5,793	3.2%
2017-18	4,826	1,136	5,962	2.9%
2018-19	4,887	1,170	6,057	1.6%
2019-20	4,597	1,180	5,777	(4.6%)
2020-21	4,416	1,192	5,608	(2.9%)
2021-22	4,535	1,227	5,762	2.7%
2022-23	4,657	1,264	5,921	2.8%
2023-24	4,783	1,302	6,085	2.8%

\* Estimated

\*\* Proposed

(dollars in thousands)

## **INTERGOVERNMENTAL**

Intergovernmental revenue is remitted or allocated to the City by other governmental agencies.

### **SOURCES**

- Other governmental agencies—Santa Clara County, State of California, and U.S. government.

### **ECONOMIC FACTORS**

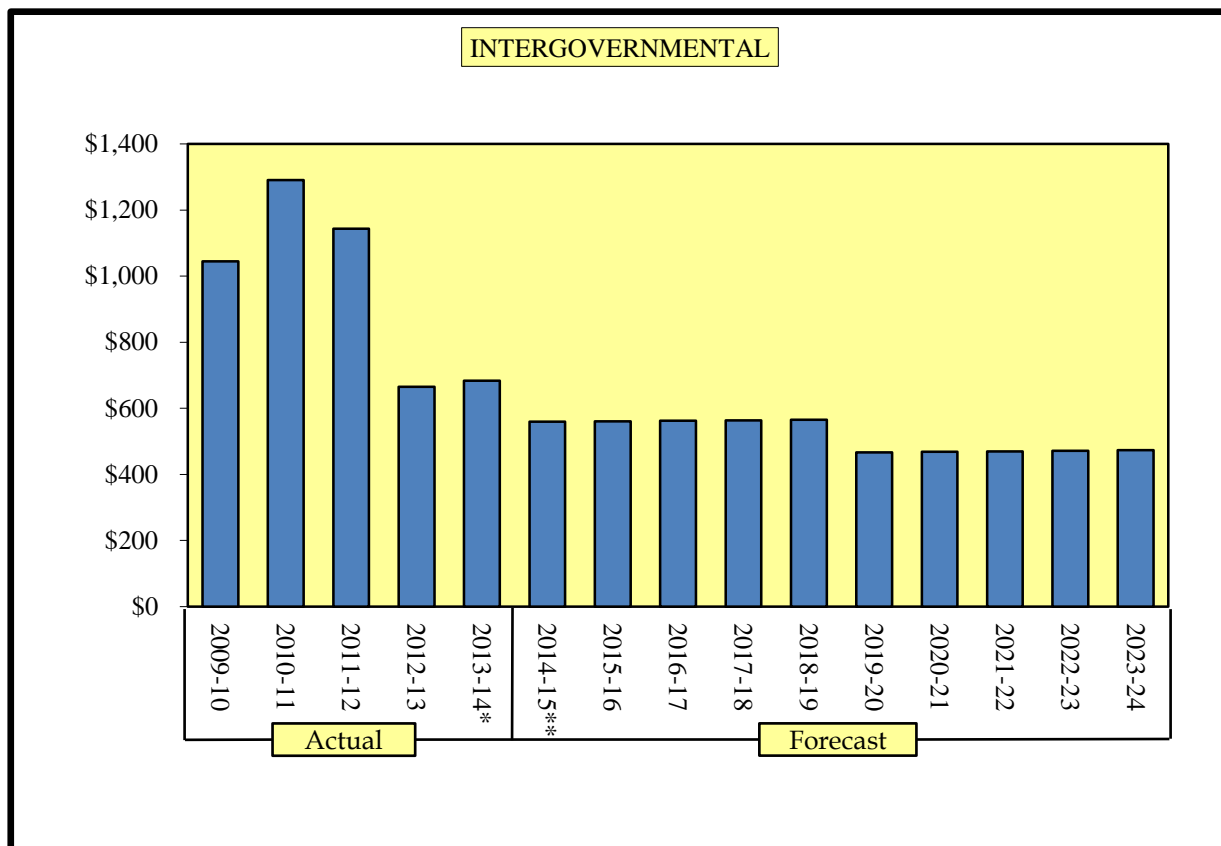
- Actions by the State Legislature.
- State and Federal regulations, legislation, and funded programs.

### **HISTORY**

During the past decade, many revenues from the State have been reduced or eliminated, including Vehicle License Fees (VLF), Community-Oriented Policing Services (COPS), Public Library Funds, Rapid Enforcement Allied Computer Team (REACT), SB 90 mandate reimbursement, and other programs. The Fiscal Year 2013-14 revenue is estimated to exceed the current fiscal year adopted budget and the prior fiscal year actual.

### **FORECAST**

Fiscal Year 2014-15 projected revenue declines compared to the current fiscal year estimate, primarily as Fiscal Year 2014-15 does not include one-time grant funds or mandate reimbursement that were received in the current fiscal year. The remaining forecast years include small incremental increases to several reimbursements from the County and the end of Regional Auto Theft Task Force (RATTF) funding in Fiscal Year 2019-20.



<u>Fiscal Year</u>	<u>Intergovernmental</u>	<u>% Change</u>
2009-10	1,045	34.8%
2010-11	1,291	23.5%
2011-12	1,144	(11.4%)
2012-13	665	(41.9%)
2013-14 *	684	2.9%
2014-15 **	560	(18.1%)
2015-16	561	0.2%
2016-17	563	0.4%
2017-18	564	0.2%
2018-19	566	0.4%
2019-20	467	(17.5%)
2020-21	469	0.4%
2021-22	470	0.2%
2022-23	472	0.4%
2023-24	474	0.4%

\* Estimated

\*\* Proposed

(dollars in thousands)

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## **CHARGES FOR SERVICES**

Charges for Services is comprised of revenue from fees for services provided by various City departments, primarily related to recreation and development activities.

### **SOURCES**

- City Recreation programs.
- Private development activity.
- Other provided services.

### **ECONOMIC FACTORS**

- State of the economy.
- Level of participation in City Recreation programs.
- Level of development activity.

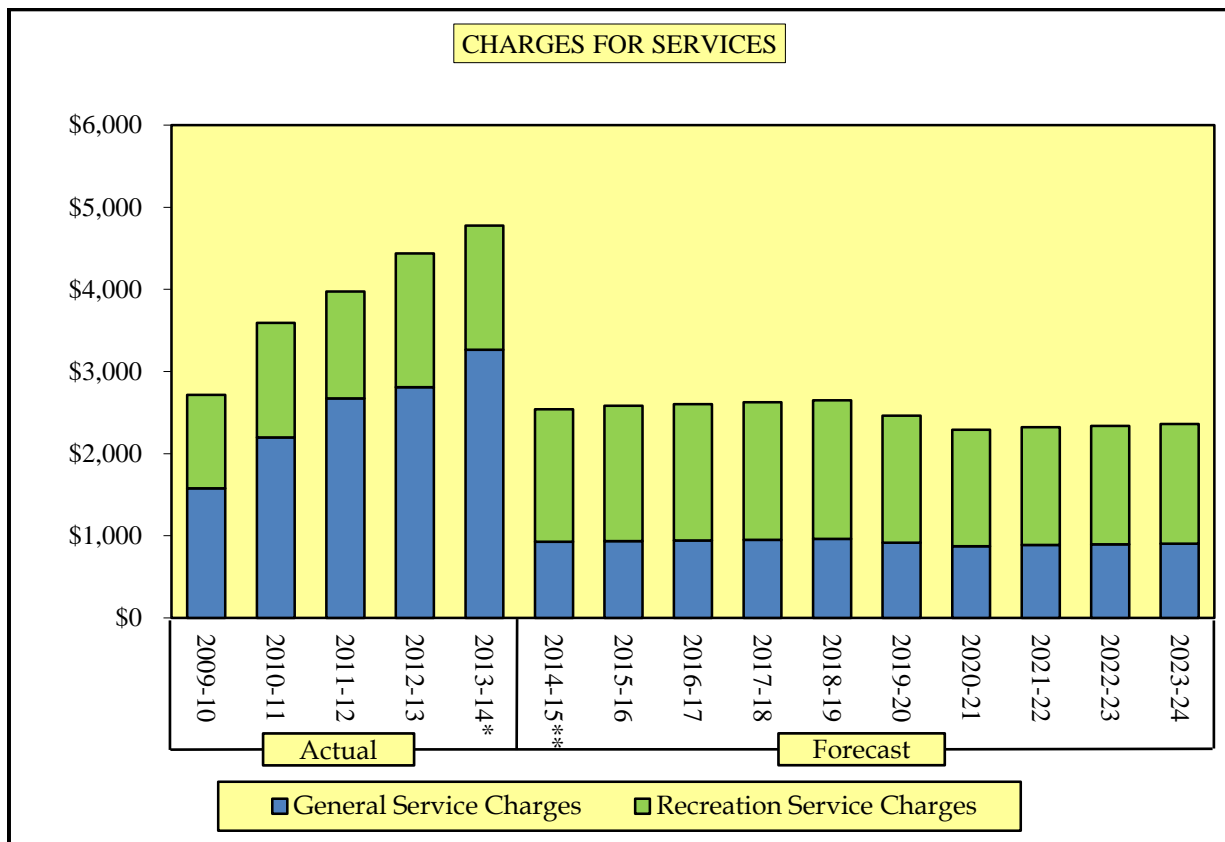
### **HISTORY**

Historically, revenue generated from private development has fluctuated with the cycle of development activity, experiencing declines when the economy has faltered. During the past few years, activity has increased more significantly with the recovery of the economy.

In order to ensure appropriate pricing for services, over the past several years, staff completed a Police services cost-of-service study, and Council approved a Recreation Cost Recovery Policy (Policy), increased recovery levels for services provided by other departments, and adopted new or increased service fees. Since approval of the Policy, staff completed an analysis of participation levels, revenues, and changes in programming which indicated that participation levels decreased in some programs, utilization of the fee waiver program increased (likely as a result of the struggling economy), and the number of programs and classes were reduced as a result of minimum attendance requirements authorized in the Policy. Staff continually reviews programming and pricing and makes changes as appropriate. Registration for summer 2014 began mid-March and at this point Recreation revenue is estimated below budget, primarily as the contract instructor program has not been fully implemented. In total, estimated Charges for Services revenue exceeds the adopted budget as development-related revenue is higher than anticipated.

## **FORECAST**

Fiscal Year 2014-15 Charges for Services revenue is projected to be \$1.6 million lower than the Fiscal Year 2013-14 adopted budget, reflecting the impact of the proposal to consolidate all development activities into a Development Services Fund. The remainder of the forecast period includes average annual increases of approximately 1.0 percent excluding the anticipated two years of economic downturn.



<u>Fiscal Year</u>	<u>General Service Charges</u>	<u>Recreation Service Charges</u>	<u>Total Charges for Services</u>	<u>% Change</u>
2009-10	1,580	1,135	2,715	(4.8%)
2010-11	2,196	1,395	3,591	32.3%
2011-12	2,675	1,299	3,974	10.7%
2012-13	2,809	1,629	4,438	11.7%
2013-14 *	3,267	1,512	4,779	7.7%
2014-15 **	927	1,614	2,541	(46.8%)
2015-16	935	1,648	2,583	1.7%
2016-17	943	1,661	2,604	0.8%
2017-18	952	1,675	2,627	0.9%
2018-19	961	1,689	2,650	0.9%
2019-20	914	1,548	2,462	(7.1%)
2020-21	873	1,420	2,293	(6.9%)
2021-22	889	1,432	2,321	1.2%
2022-23	896	1,444	2,340	0.8%
2023-24	904	1,456	2,360	0.9%

\* Estimated

\*\* Proposed

(dollars in thousands)

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## **MISCELLANEOUS REVENUES**

Miscellaneous Revenues is comprised of a variety of reimbursed services and nonspecific revenues.

### **SOURCES**

- Donations and Grants.
- Reimbursements for services provided by City.
- Miscellaneous.

### **ECONOMIC FACTORS**

- State of the economy.
- Grant availability and City applications.
- Services provided to businesses, school districts, and other agencies.

### **HISTORY**

The City receives numerous donations and grants for a variety of City programs and services, many of which are not budgeted. Appropriations are increased when a grant or donation is approved by the grantor/donor or the funds are received by the City (requires City Council approval if over \$100,000, City Manager authority up to \$100,000, or Finance and Administrative Services Director authority up to \$20,000). Appropriation adjustments within the authority of the City Manager and Finance and Administrative Services Director are reported to the Council semiannually.

Some reimbursement for services provided in Fiscal Year 2013-14 and prior fiscal years are budgeted as they are ongoing in nature. Other reimbursements are one-time in nature and are not budgeted. The City provides the following categories of services:

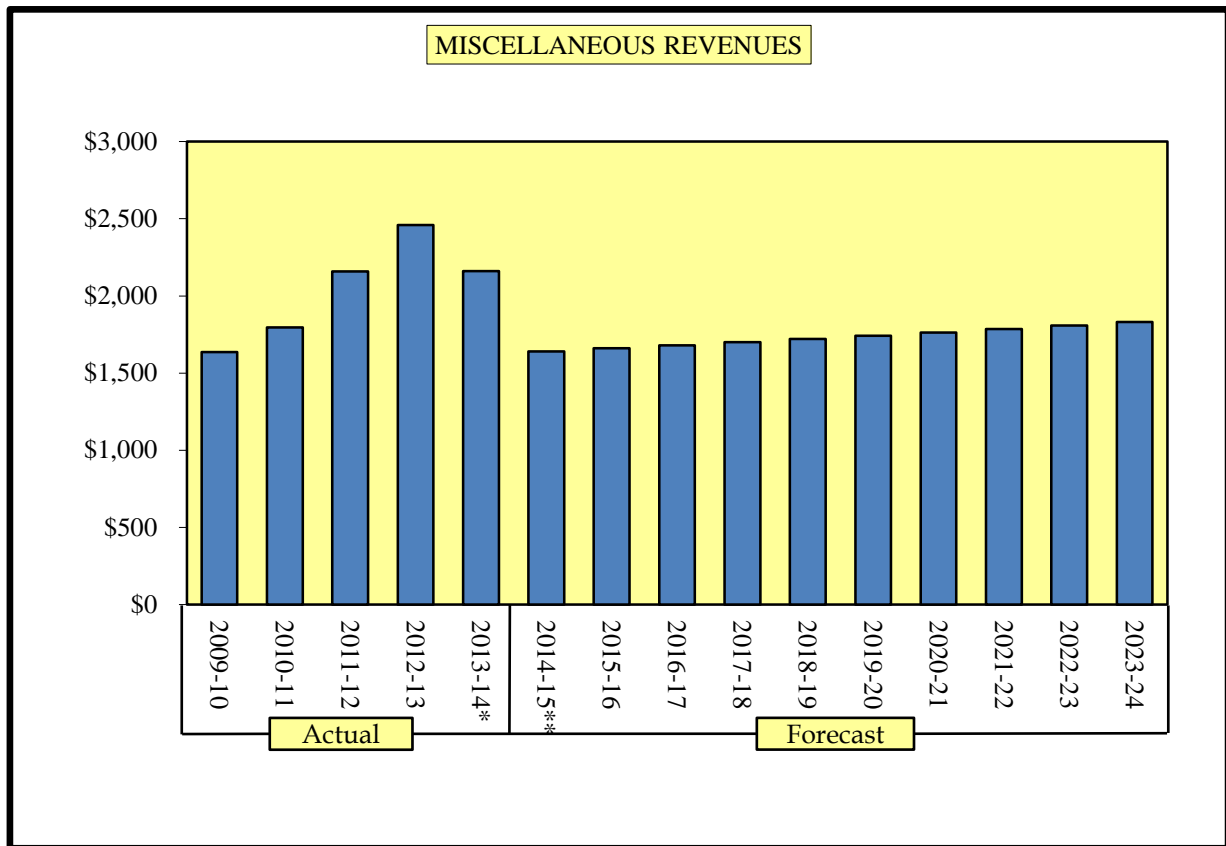
- Maintenance services to the school districts for Graham Athletic Field, Whisman Sports Complex, and Mountain View Sports Pavilion.
- Mutual aid fire support to other cities and the State of California which are later reimbursed by the State and Federal government.

- Public safety dispatch to the Midpeninsula Regional Open Space District (MROSD).
- Contractual first responder for Rural Metro.
- Staffing and other support for some Shoreline Amphitheatre events and other special events.

Total annual Miscellaneous Revenues does vary, but over the past 10 years, has averaged approximately \$1.7 million annually.

## **FORECAST**

Fiscal Year 2014-15 Miscellaneous Revenues is projected to be \$131,400 higher than the Fiscal Year 2013-14 Adopted Budget, the net of the impact of the proposal to consolidate all development activities into a Development Services Fund and proposed revenue changes. The remaining forecast years increase an average of 1.2 percent annually.



<u>Fiscal Year</u>	<u>Miscellaneous Revenues</u>	<u>% Change</u>
2009-10	1,635	(22.0%)
2010-11	1,795	9.8%
2011-12	2,158	20.2%
2012-13	2,459	13.9%
2013-14 *	2,161	(12.1%)
2014-15 **	1,641	(24.1%)
2015-16	1,660	1.2%
2016-17	1,679	1.1%
2017-18	1,701	1.3%
2018-19	1,721	1.2%
2019-20	1,742	1.2%
2020-21	1,763	1.2%
2021-22	1,785	1.2%
2022-23	1,808	1.3%
2023-24	1,830	1.2%

\* Estimated

\*\* Proposed

(dollars in thousands)

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## **INTERFUND REVENUES AND TRANSFERS**

Interfund Revenues result from internal charges for staff time, building space, and maintenance services provided to other funds and capital projects by the General Operating Fund. The cost of this internal support provided to other funds is calculated in the City's Full Cost Allocation Plan (Plan). Interfund Transfers include transfers between the GOF and a variety of other funds.

### **SOURCES**

- Interfund Revenues are reimbursements to the GOF for internal support services provided to other funds and capital improvement projects.
- Interfund Transfers are transfers from other City funds.

### **ECONOMIC FACTORS**

- Level and cost of services provided by GOF staff to other funds and capital improvement projects.

### **HISTORY**

Interfund Revenues: In the early 1990s, with the assistance of a cost plan consultant, the City began preparing and utilizing a full cost plan for reimbursement to the GOF. The Plan has been updated approximately every two to three years and this revenue source accounts for approximately 11.0 percent of total GOF revenues.

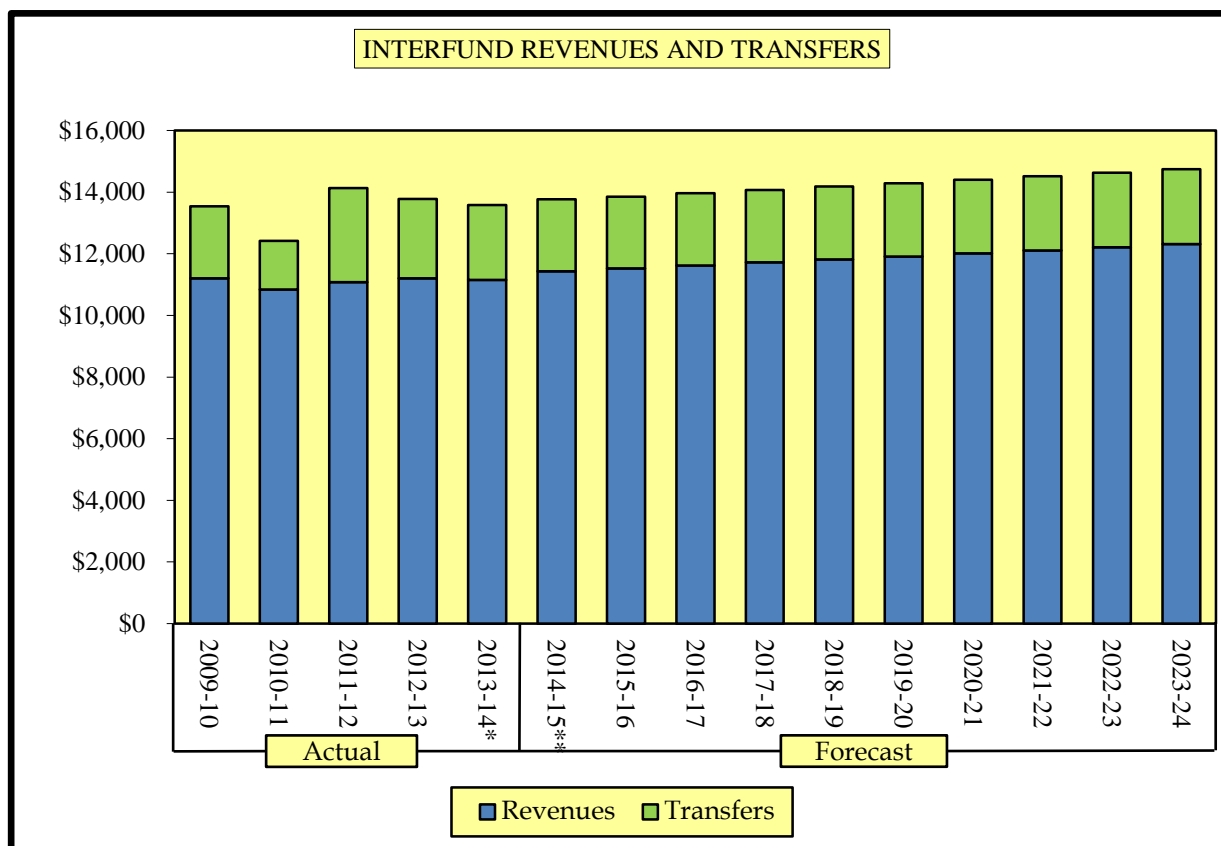
Interfund Transfers: These vary from year to year, and are ongoing and one-time/limited-period in nature. The Fiscal Year 2013-14 Adopted Budget includes the annual transfers: \$750,000 of investment earnings from the Google prepaid rent, \$200,000 of net operating income from Shoreline Golf Links (currently estimated at \$114,000), and the final transfer from the PERS Reserve.

### **FORECAST**

Interfund Revenues: For Fiscal Year 2014-15, Interfund Revenues include reimbursement from various funds which receive support from the GOF. An update of the Plan was recently completed and the results have been incorporated. Significant changes compared to the current fiscal year include elimination of administrative reimbursement from the Successor Agency, an increase in reimbursement from the Shoreline Community resulting from an allocation of a share of the full cost of Police services, not just Patrol and Emergency Communications and reduction in

reimbursement from the Development Services Fund as a result of the proposal to consolidate all development activities. The remaining forecast period includes small incremental annual increases.

Interfund Transfers: For Fiscal Year 2014-15, Interfund Transfers include \$1.3 million of reimbursement from the Gas Tax Fund, \$750,000 of interest from the Google prepaid rent, \$225,000 of operating income from Shoreline Golf Links, and \$108,000 of reimbursement from the Parking District. The forecast period includes level or slightly increasing transfers from the same funds.



<u>Fiscal Year</u>	<u>Interfund Revenues</u>	<u>Interfund Transfers</u>	<u>Interfund Rev &amp; Trans</u>	<u>% Change</u>
2009-10	11,210	2,327	13,537	0.2%
2010-11	10,841	1,579	12,420	(8.3%)
2011-12	11,085	3,053	14,138	13.8%
2012-13	11,204	2,577	13,781	(2.5%)
2013-14 *	11,153	2,435	13,588	(1.4%)
2014-15 **	11,432	2,340	13,772	1.4%
2015-16	11,531	2,327	13,858	0.6%
2016-17	11,625	2,340	13,965	0.8%
2017-18	11,720	2,353	14,073	0.8%
2018-19	11,816	2,366	14,182	0.8%
2019-20	11,913	2,379	14,292	0.8%
2020-21	12,011	2,392	14,403	0.8%
2021-22	12,111	2,405	14,516	0.8%
2022-23	12,210	2,419	14,629	0.8%
2023-24	12,312	2,432	14,744	0.8%

\* Estimated

\*\* Proposed

(dollars in thousands)

## **LOAN REPAYMENTS**

This revenue source reflects the annual repayment of loan obligations from other funds.

### **SOURCES**

- Shoreline Regional Park Community.
- Revitalization Authority.

### **ECONOMIC FACTORS**

- Financial condition of the paying funds.

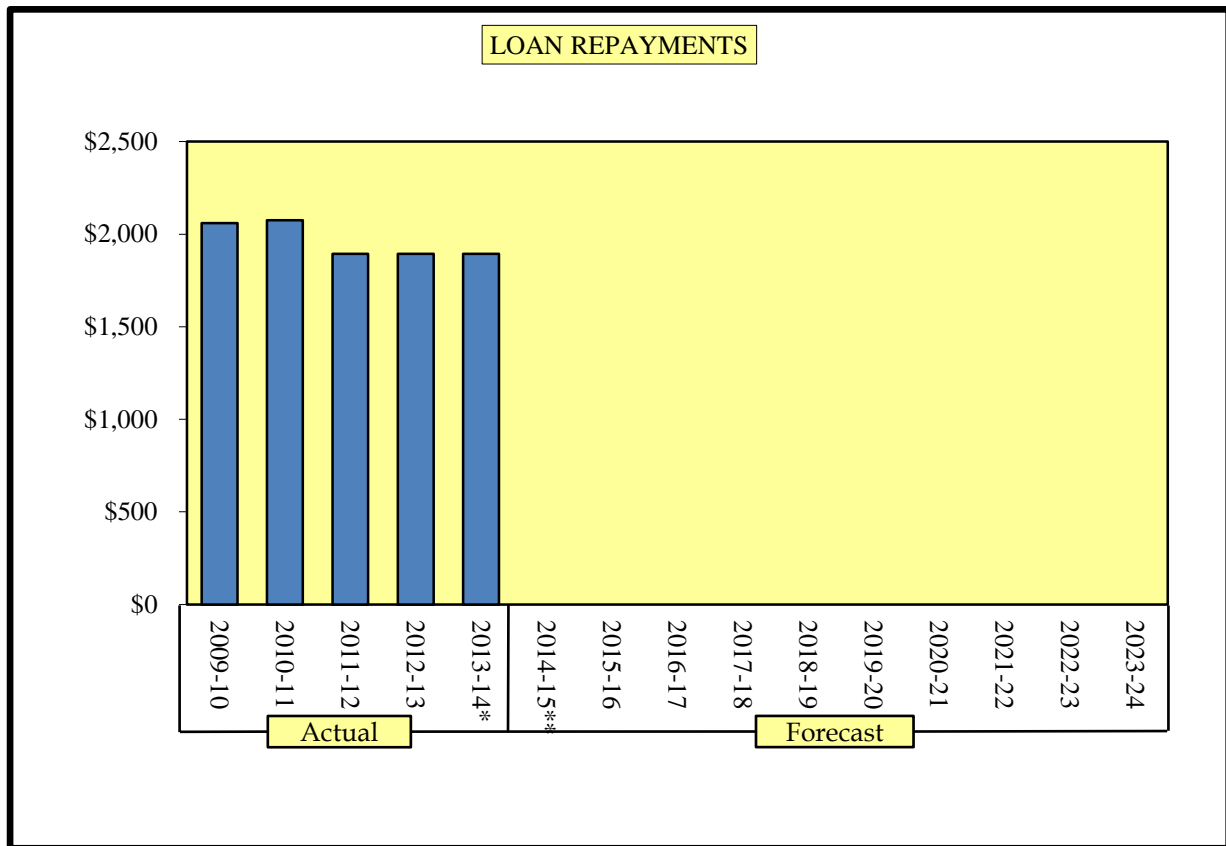
### **HISTORY**

Shoreline Regional Park Community (Shoreline Community): The General Fund made a series of loans to the Shoreline Community beginning in Fiscal Year 1985-86, which eventually totaled \$17.8 million. The loans were consolidated during Fiscal Year 1988-89. Because this revenue stream was long-term in nature, it has been included as operating revenues.

Revitalization Authority (Authority): The General Fund made two loans to the Authority during 1988 and 1989 to fund the Castro Street improvements. In Fiscal Year 2002-03, the loan was reamortized to 2019, the deadline for debt to be repaid by the Authority at a 6.0 percent interest rate with an annual loan payment in the amount of \$165,500. AB 1484 dissolved all redevelopment agencies (RDA) throughout California and subsequent legislation invalidated loans between RDAs and the cities that created them.

### **FORECAST**

Shoreline Community: As there are only two years of payments remaining, staff is proposing moving the final two payments to the General Non-Operating Fund. The City's past practice has been to align ongoing revenue with ongoing expenditures. Although this loan was considered ongoing operating revenue due to its long-term nature, as there are only two remaining payments, it is proposed to be considered as one-time revenue.

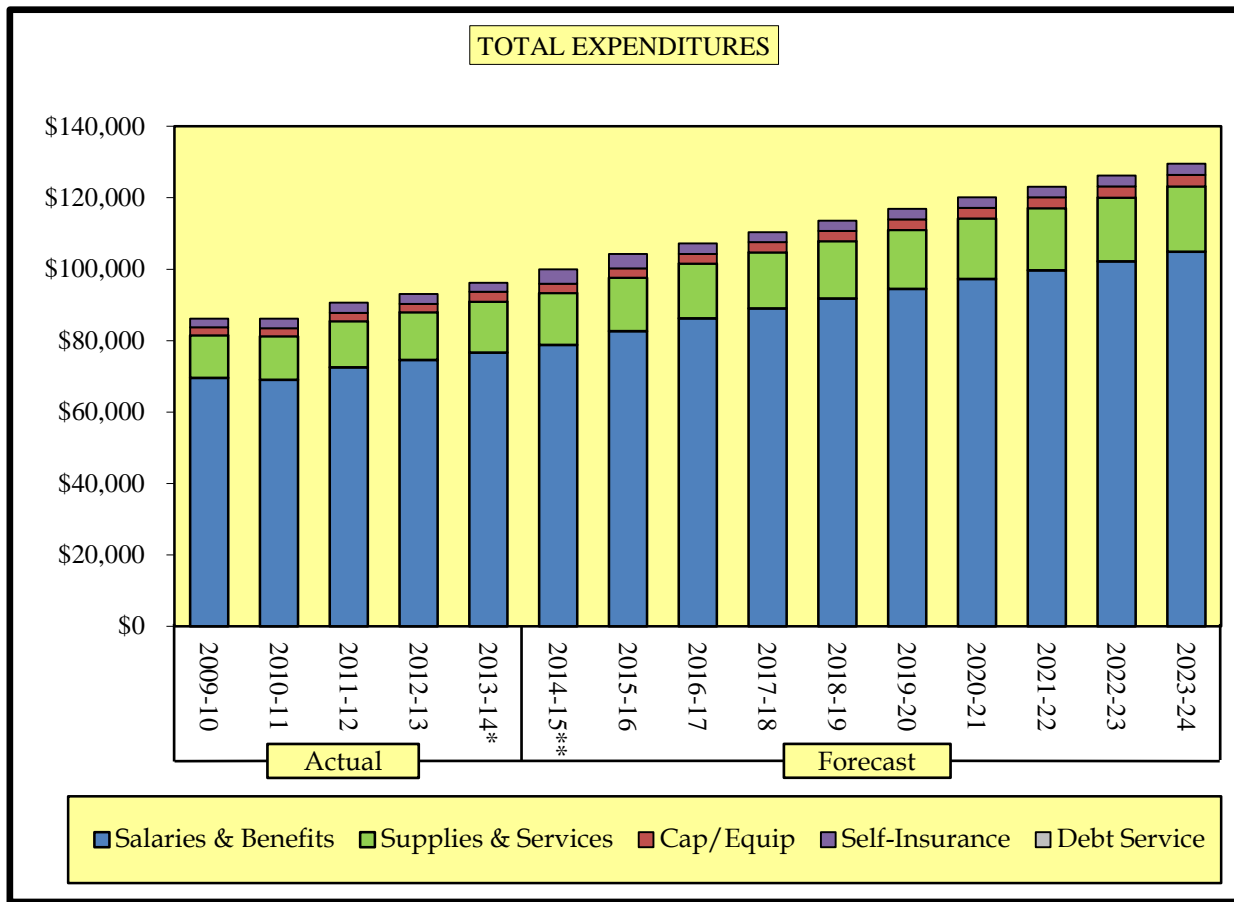


<u>Fiscal Year</u>	<u>Loan Repayments</u>	<u>% Change</u>
2009-10	2,060	0.0%
2010-11	2,075	0.7%
2011-12	1,894	(8.7%)
2012-13	1,894	0.0%
2013-14 *	1,894	0.0%
2014-15 **	0	(100.0%)
2015-16	0	0.0%
2016-17	0	0.0%
2017-18	0	0.0%
2018-19	0	0.0%
2019-20	0	0.0%
2020-21	0	0.0%
2021-22	0	0.0%
2022-23	0	0.0%
2023-24	0	0.0%

\* Estimated

\*\* Proposed

(dollars in thousands)



<u>Fiscal Year</u>	<u>Total Expenditures</u>	<u>% Change</u>
2009-10	86,136	1.8%
2010-11	86,160	0.0%
2011-12	90,605	5.2%
2012-13	93,041	2.7%
2013-14 *	96,215	3.4%
2014-15 **	99,947	3.9%
2015-16	104,254	4.3%
2016-17	107,216	2.8%
2017-18	110,372	2.9%
2018-19	113,611	2.9%
2019-20	116,874	2.9%
2020-21	120,162	2.8%
2021-22	123,134	2.5%
2022-23	126,248	2.5%
2023-24	129,526	2.6%

\* Estimated  
 \*\* Proposed  
 (dollars in thousands)

The Fiscal Year 2014-15 proposed expenditures and all forecast years do not include the projected operating budget savings.

## **SALARIES AND BENEFITS**

The Salaries and Benefits category makes up the largest component of General Operating Fund expenditures and represents all personnel-related costs. The City is obligated by law to meet and confer with bargaining units and also meets with other employees on matters of employee compensation. There are currently four recognized bargaining groups in the City: the Police Officers Association (POA sworn and nonsworn), the Mountain View Professional Firefighters Union (MVFF Local 1965), the Service Employees International Union (SEIU Local 715), and the EAGLES (Management, Professional, and certain Front-Line positions). The remaining employees include certain unrepresented Management, Professional, and Front-Line positions. The outcome of negotiations with each group is a major factor in salary and benefit costs.

### **CATEGORIES**

- Salaries.
- Wages.
- Overtime.
- Other Pays (e.g., holiday-in-lieu, out-of-class, etc.).
- Health Benefits.
- Retirees' Health.
- Public Employees Retirement System (PERS).
- Workers' Compensation.
- Unemployment Insurance.
- Other Benefits (e.g., life insurance, long-term disability, FICA, etc.).

### **HISTORY**

Since Fiscal Year 2000-01, there have been two downturns in the economy necessitating a net reduction of approximately 70 positions and employee compensation cost containment. During Fiscal Year 2011-12, the City negotiated three-year contracts with all employee groups that expire June 30, 2015. Cost-containment measures that became

effective for Fiscal Year 2012-13 for all or some of the employee groups include maximum vacation accruals, modified sick-leave incentive program, HMO medical plan copay, option of new high-deductible health plan, improved alignment of dental and vision plans between groups, and Retirees' Health Trust contributions.

The PERS Safety rate includes both Police and Fire groups. For Fiscal Year 2011-12, the Fire Safety group chose to amend the PERS contract to include their previous cost share as part of the employee contribution, thus reducing the employer rate by the same amount. Because both groups make up the Safety rate, the PERS rate is a blend of the two groups.

Pension costs have increased dramatically from 2000 until now; they were \$2.9 million (4.7 percent of GOF expenditures), but are now \$11.4 million (11.6 percent of GOF expenditures). Pension costs continue to grow and in many cities the employer pays some or all of the employee contribution. Mountain View employees not only pay the employee contribution, but they also pay a portion of the employer contribution. Although this is becoming more common in other agencies as they have grappled with budget deficits, this was an unusual and progressive arrangement when instituted in Mountain View and reflects the collaborative approach of our employees.

As a result of the significant financial losses to PERS and the resulting impacts to the financial sustainability of the pension plans, many changes in the way PERS rates are calculated have been adopted in the past several years as follows:

- In March 2012, the PERS Board approved the reduction of 0.25 percent in the discount rate used to calculate the pension liability and corresponding employer contribution rates. The impact is 0.92 percent and 1.4 percent employer rate increase for miscellaneous employees and a 2.56 percent and 1.6 percent employer rate increase for safety employees for Fiscal Years 2013-14 and 2014-15, respectively. For Mountain View, this resulted in an increase to pension costs of \$1.3 million (net of additional cost share) phased in over two years. These impacts have been incorporated into the General Operating Fund Budget.
- On April 17, 2013, the PERS Board adopted recommendations of the Chief Actuary. The recommendations changed the methodology for the amortization and smoothing of rates. Overall, the proposed methods are expected to result in higher volatility in employer rates in normal years, but less volatility in employer rates in years where extreme events occur (e.g., significant investment losses). The method will result in increased higher employer rates over time, but are also expected to result in improved funding levels.

As the funding level of this liability has decreased during this past recession, the proposed budget includes a contribution of \$1.0 million from the current fiscal year carryover towards the PERS unfunded liability.

## **FORECAST**

The proposal to consolidate development activities into the Development Services Fund transfers staffing costs from the General Operating Fund. The discussion below includes information regarding COLAs and medical rates and comparisons of projected costs.

In accordance with the various MOUs and employee group agreements, a 2.0 percent COLA is included in the projections for Fiscal Year 2014-15. Fiscal Year 2015-16 includes a modest projected COLA, but the remaining forecast years do not include COLAs as this would result in projected deficits. All forecast years include step and merit increases.

Fiscal Year 2014-15 medical insurance rates are projected to increase 11.0 percent and dental rates are anticipated to increase 3.0 percent. The following two fiscal years assume medical rates will continue to increase by 11.0 percent and the remainder of the forecast period assumes an annual 10.0 percent increase. Dental rates increase by 3.0 percent throughout the forecast period.

Overall, retirement costs are projected to increase 7.6 percent compared to the Fiscal Year 2013-14 Adopted Budget. This incorporates the reduction resulting from the consolidation of development-related activities. In Fiscal Years 2015-16 through 2020-21, the annual increases are projected to fluctuate between 6.0 percent and 14.4 percent. All employee groups contribute their employee share of PERS costs plus a “cost share” of a portion of the City’s contribution.

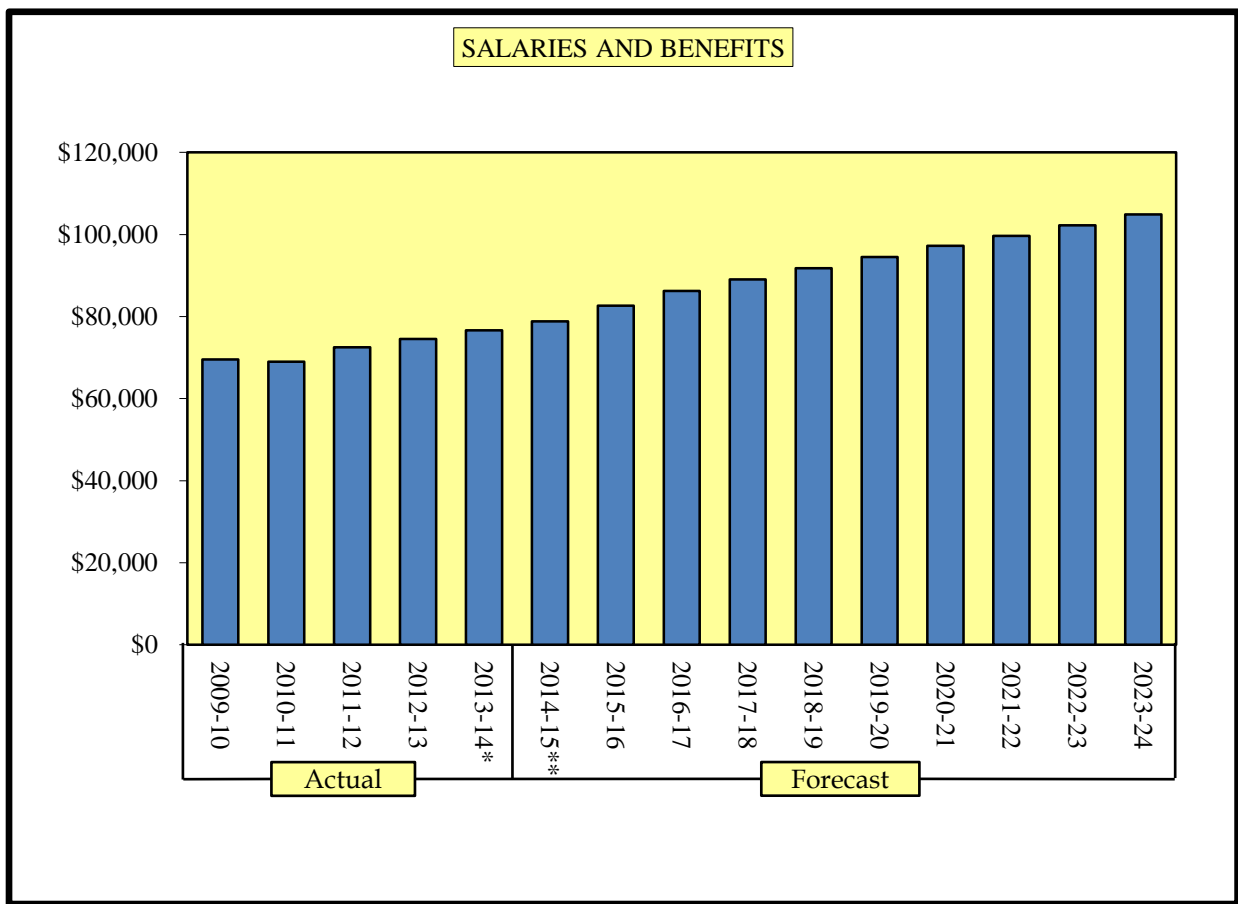
On February 18, 2014, the PERS Board adopted changes as a result of the demographic study. The study resulted in increased rates as life expectancy continues to rise. Generational mortality tables are also being incorporated in the actuarial assumptions. However, previously PERS staff had anticipated recommending an additional 0.25 percent to 0.5 percent reduction in the discount rate, but no change was recommended as the PERS Board did not adopt a change in the allocation of investments. The demographic changes are anticipated to raise rates by 4.5 percent and 7.05 percent over five years, for miscellaneous and public safety, respectively. This equates to approximately \$1.7 million for miscellaneous and \$1.7 million for public safety annually after the impact is fully phased in.

Below are the projected employer rates based on the information provided by PERS staff.

	<b>Rate FY 2014-15</b>	<b>Rate FY 2015-16</b>	<b>Year 1 FY 2016-17</b>	<b>Year 2 FY 2017-18</b>	<b>Year 3 FY 2018-19</b>	<b>Year 4 FY 2019-20</b>	<b>Year 5 FY 2020-21</b>
Miscellaneous	23.370	24.80	27.80	29.95	32.20	34.35	36.60
Safety <sup>(1)</sup>	33.389	35.10	39.82	42.65	45.39	48.22	51.05

<sup>(1)</sup> The PERS Safety rate reflects the impact of the Fire cost contributed as member contributions.

The impact of the assumption changes previously projected to take effect for local agencies with Fiscal Year 2015-16 employer rates has been postponed to Fiscal Year 2016-17.



<u>Fiscal Year</u>	<u>Salaries and Benefits</u>	<u>% Change</u>
2009-10	69,549	2.1%
2010-11	69,007	(0.8%)
2011-12	72,537	5.1%
2012-13	74,561	2.8%
2013-14 *	76,622	2.8%
2014-15 **	78,816	2.9%
2015-16	82,687	4.9%
2016-17	86,237	4.3%
2017-18	89,022	3.2%
2018-19	91,753	3.1%
2019-20	94,492	3.0%
2020-21	97,242	2.9%
2021-22	99,661	2.5%
2022-23	102,205	2.6%
2023-24	104,898	2.6%

\* Estimated  
 \*\* Proposed  
 (dollars in thousands)

## **SUPPLIES AND SERVICES**

The Supplies and Services category makes up the second largest component of General Operating Fund expenditures and represents costs of operations.

### **CATEGORIES**

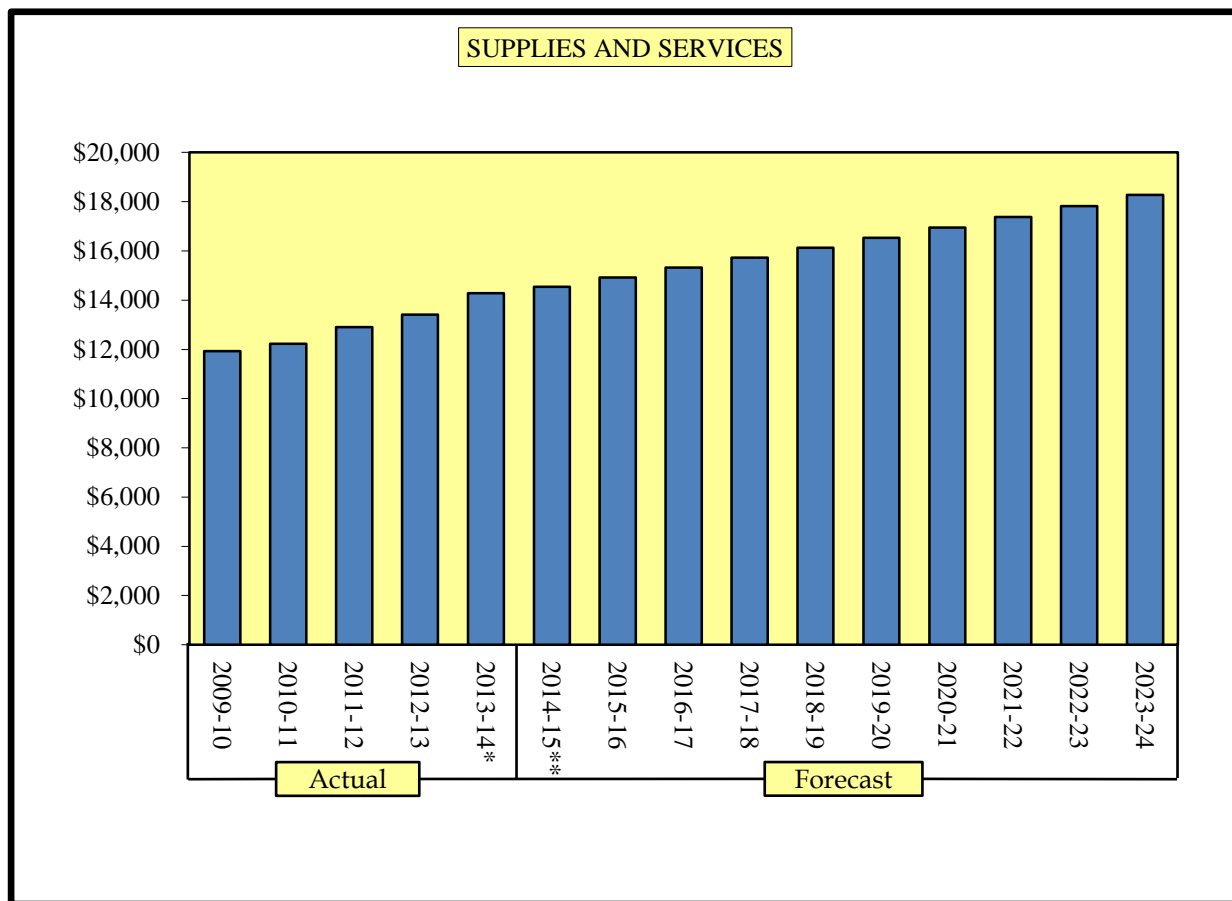
- Materials and Supplies.
- Maintenance and Operations.
- Utilities.
- Professional/Technical Services.
- Training, Conference, and Travel.
- Miscellaneous Expenditures.

### **HISTORY**

The budget for Services and Supplies has fluctuated depending on economic conditions impacting the General Operating Fund. Staff has worked hard to contain costs, particularly during the Great Recession. The \$14.2 million adopted for Fiscal Year 2013-14 is only \$42,000 (0.3 percent) higher than what was adopted in Fiscal Year 2006-07.

### **FORECAST**

This category is projected to increase \$295,000 (2.1 percent) compared to Fiscal Year 2013-14 Adopted, including the City Manager's proposals (e.g., consolidation of development services activities, discretionary and nondiscretionary increases). The remainder of the forecast period includes average annual inflationary increases of 2.6 percent.



<u>Fiscal Year</u>	<u>Supplies and Services</u>	<u>% Change</u>
2009-10	11,933	(9.3%)
2010-11	12,226	2.5%
2011-12	12,910	5.6%
2012-13	13,414	3.9%
2013-14 *	14,280	6.5%
2014-15 **	14,540	1.8%
2015-16	14,925	2.6%
2016-17	15,322	2.7%
2017-18	15,729	2.7%
2018-19	16,125	2.5%
2019-20	16,532	2.5%
2020-21	16,951	2.5%
2021-22	17,381	2.5%
2022-23	17,824	2.5%
2023-24	18,279	2.6%

\* Estimated  
 \*\* Proposed  
 (dollars in thousands)

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## **CAPITAL OUTLAY AND EQUIPMENT REPLACEMENT**

The Capital Outlay and Equipment Replacement category represents the new and replacement equipment needs of the City. Although individually, Capital Outlay is one-time in nature, the City includes this category in the Operating Budget to reflect capital needs on an annual basis. In addition, annual contributions to the Equipment Replacement Fund are made by the General Operating Fund, Building/Development Services, Shoreline Golf Links, Parking District, Shoreline Regional Park Community, Water, Wastewater, Solid Waste Management, and Fleet Maintenance Funds based on the equipment used by each of those operations. Equipment replacement expenses are accounted for in the Equipment Replacement Reserve Fund.

### **CATEGORIES**

- Capital Outlay.
- Equipment Replacement.

### **HISTORY**

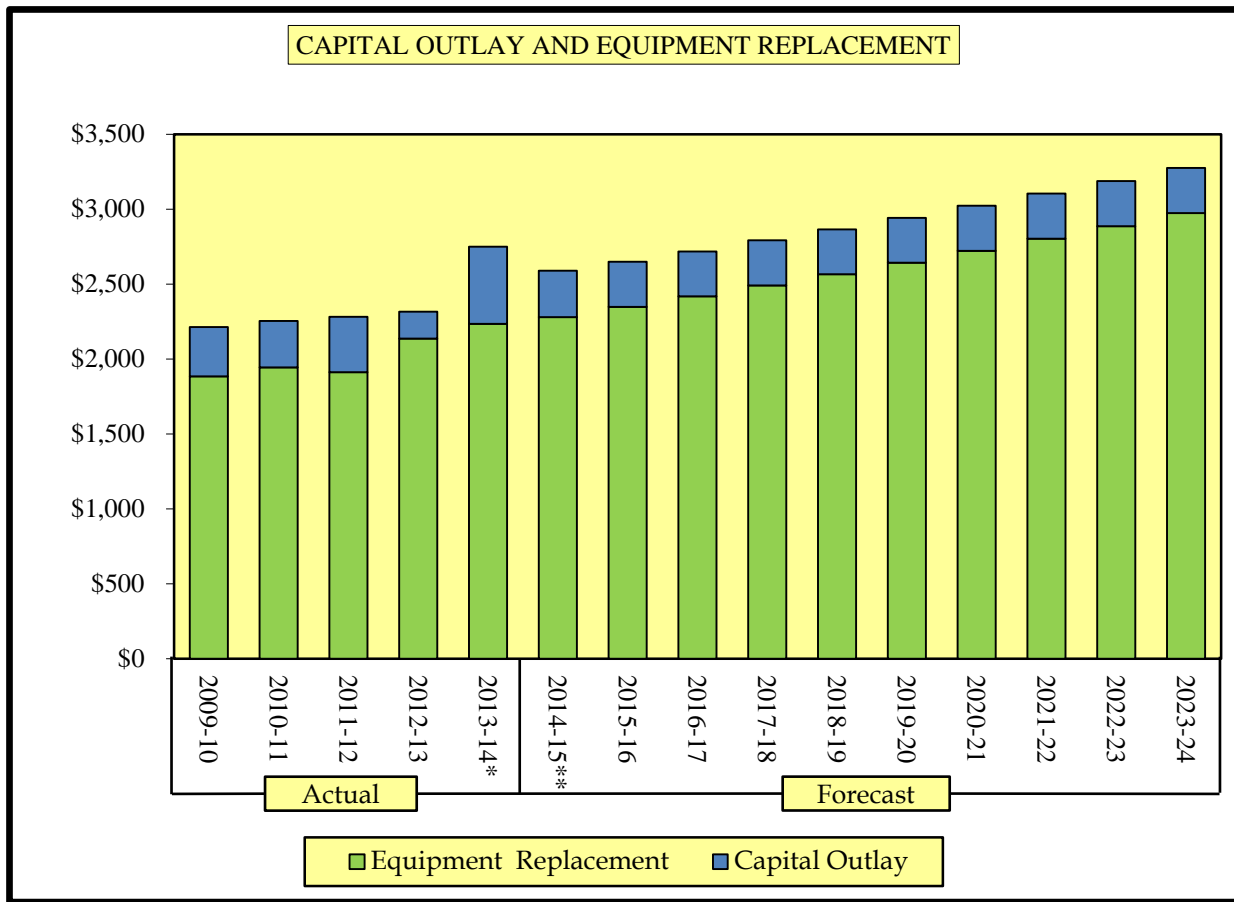
Capital Outlay: Since Fiscal Year 1993-94, the annual expenditures have grown as a result of an increased level of technology and related equipment, an increase in the number and quality of safety vehicles, and the addition of hybrid vehicles to the fleet. This category is also impacted by the economic condition impacting the GOF and has also experienced fluctuations over the past 10 fiscal years. For the past decade, annual budgeted expenditures for Capital Outlay have ranged between \$163,000 and \$397,000 and averaged \$259,000. For the current fiscal year, capital outlay was funded at \$310,000.

Equipment Replacement: The Equipment Replacement Reserve was funded with year-end General Fund carryover in Fiscal Years 1992-93 and 1993-94. Subsequently, appropriations were gradually increased until the GOF was fully funding its share in Fiscal Year 2001-02. Then, after several years of reduced contributions, a review of cost methodologies, useful life assumptions, and annual contributions was completed in Fiscal Year 2005-06, and staff concluded annual funding would need to be restored in order to financially sustain the replacement schedule. This was accomplished through a combination of increasing operating budget contributions supplemented by GOF carryover. Beginning in Fiscal Year 2009-10, the full share of funding is budgeted in the GOF. The current fiscal year contribution to Equipment Replacement is adopted at \$2.2 million.

## **FORECAST**

Capital Outlay: The Fiscal Year 2014-15 funding is proposed at \$310,000 and the remainder of the forecast period is proposed at \$300,000 annually.

Equipment Replacement: The Fiscal Year 2014-15 GOF contribution is projected to increase 2.0 percent to \$2.3 million and the remainder of the forecast period includes average annual increases of 3.0 percent to continue full funding of the GOF's share of equipment replacement.



<u>Fiscal Year</u>	<u>Equipment Replacement</u>	<u>Capital Outlay</u>	<u>Capital Outlay &amp; Equip. Replcmnt.</u>	<u>% Change</u>
2009-10	1,885	328	2,213	47.1%
2010-11	1,944	309	2,253	1.8%
2011-12	1,911	371	2,282	1.3%
2012-13	2,137	178	2,315	1.4%
2013-14 *	2,235	514	2,749	18.7%
2014-15 **	2,279	310	2,589	(5.8%)
2015-16	2,348	300	2,648	2.3%
2016-17	2,418	300	2,718	2.6%
2017-18	2,491	300	2,791	2.7%
2018-19	2,565	300	2,865	2.7%
2019-20	2,642	300	2,942	2.7%
2020-21	2,722	300	3,022	2.7%
2021-22	2,803	300	3,103	2.7%
2022-23	2,887	300	3,187	2.7%
2023-24	2,974	300	3,274	2.7%

\* Estimated

\*\* Proposed

(dollars in thousands)

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## **SELF-INSURANCE**

The Self-Insurance category represents the General Operating Fund's share of insurance costs accounted for in the Internal Service Funds. Special Funds and the Enterprise Funds also contribute to self-insurance.

### **CATEGORIES**

- General Liability.
- Retirees' Health Program.
- Vision Care.

### **HISTORY**

General Liability: In Fiscal Year 1993-94, the City joined a liability insurance pool (ACCEL) with other select cities for the provision of coverage in excess of the \$1.0 million self-insured retention (SIR). Beginning in Fiscal Year 2001-02, funding of liability insurance was spread to all funds which receive a benefit from this insurance coverage. Previously, the cost was funded entirely by the GOF.

Retirees' Health Insurance Program: The medical premiums for eligible retirees are paid by the Retirees' Health Fund. Although the City was not yet required to fund this liability, Council allocated funds to this reserve beginning in Fiscal Year 1992-93.

In 2004, the Government Accounting Standards Board (GASB) published Statement No. 45—Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions—which required the City report the annual cost of this liability in the City's Comprehensive Annual Financial Report (CAFR) beginning in Fiscal Year 2007-08. An actuarial report was completed and beginning in Fiscal Year 2006-07, the calculated normal cost (NC) portion for current employees was budgeted in all the affected funds. In addition, for Fiscal Year 2006-07, Council approved contributions from other funds for their proportionate share of the unfunded actuarial accrued liability (UAAL). An update of the actuarial valuation is prepared a minimum of every two years and was last prepared as of July 1, 2013.

In February 2008, Council approved an agreement authorizing the City's participation in the PERS-administered California Employees Retiree Benefit Trust (CERBT) Fund, and in February 2009, the City began depositing funds into the CERBT. The balance in the CERBT as of March 31, 2014 is \$81.3 million.

Vision Care: Vision care claims for employees and retirees with Health Net medical coverage and reimbursement for safety glasses submitted by current employees are paid by the Employee Benefits Fund. The annual cost of this program is allocated to all operating funds.

## FORECAST

General Liability: The Fiscal Years 2014-15 through 2023-24 projections are based on maintaining the minimum policy level for reserve balances. The total coverage includes a \$1.0 million self-insurance retention (SIR), \$4.0 million of coverage above the SIR through the ACCEL joint powers authority, and an additional \$70.0 million of purchased excess coverage, for a total of \$75.0 million. For Fiscal Year 2014-15, the GOF is projected to contribute \$1.1 million, a 4.1 percent decrease resulting from the transfer of development-related activities to the Development Services Fund. The remainder of the forecast period includes 4.0 percent average annual increases.

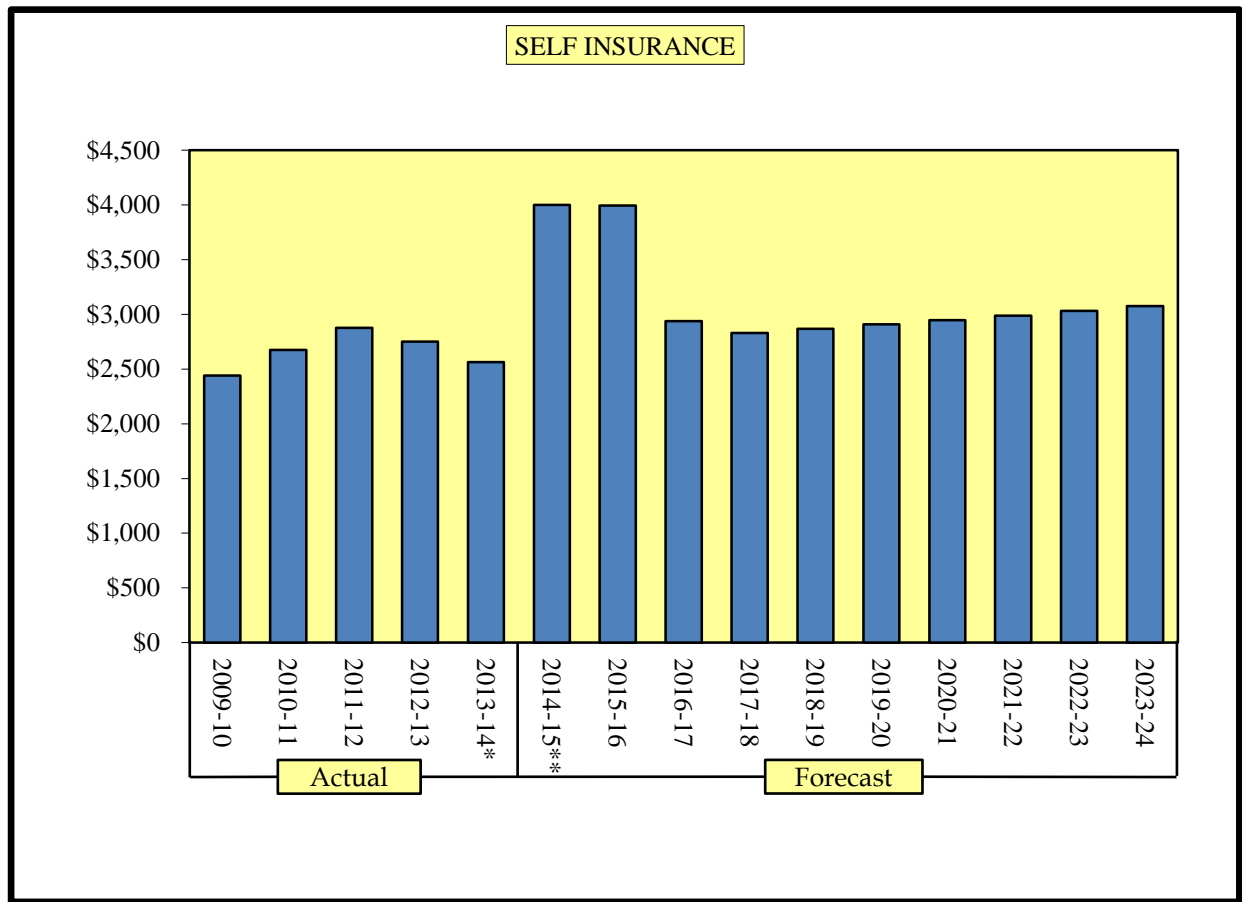
Retirees' Health Insurance Program: For Fiscal Year 2014-15, the proposed budget includes \$1.9 million for the UAAL amortization and the additional \$1.0 million contribution in the proposed budget, for a total of \$2.9 million.

Between July 1, 2011 and July 1, 2013, the Actuarial Accrued Liability (AAL) increased from \$82.7 million to \$101.9 million and is 68.2 percent funded. A significant component of the increase in the AAL is due to the reducing of the discount rate from 7.61 percent to 7.0 percent. All funds except the GOF have or continue to fully fund their share of the liability. The GOF continues to contribute its share of the amortization of the unfunded liability. As this is the first opportunity to contribute funds towards this liability since prior to the recession, staff has proposed a contribution of \$1.0 million from the Fiscal Year 2013-14 carryover, and \$1.0 million each in the budget for the following two fiscal years, Fiscal Year 2014-15 and Fiscal Year 2015-16, to raise the funding status of this liability.

Using the projections from the July 2013 valuation, the UAAL amortization declines through Fiscal Year 2017-18 (the end of the valuation projections) and the remaining forecast years remain at the same level. The difference between the pay-as-you-go premiums and the Annual Required Contribution (ARC) will be deposited into the CERBT on an annual basis. The actuarial will be updated next as of July 1, 2015.

Vision Care: The GOF's contribution is based on the projected amount required to fund vision coverage for employees and retirees with Health Net coverage and safety glasses for employees.

SN/2/BUD/541-06-10-14GOFLR-E



<u>Fiscal Year</u>	<u>Self Insurance</u>	<u>% Change</u>
2009-10	2,441	201.7%
2010-11	2,674	9.5%
2011-12	2,876	7.6%
2012-13	2,751	(4.3%)
2013-14 *	2,564	(6.8%)
2014-15 **	4,002	56.1%
2015-16	3,994	(0.2%)
2016-17	2,939	(26.4%)
2017-18	2,830	(3.7%)
2018-19	2,868	1.3%
2019-20	2,908	1.4%
2020-21	2,947	1.3%
2021-22	2,989	1.4%
2022-23	3,032	1.4%
2023-24	3,075	1.4%

\* Estimated  
 \*\* Proposed  
 (dollars in thousands)

Full funding of the amortization of the UAAL was not included in the General Operating Fund until Fiscal Year 2009-10.

GENERAL OPERATING FUND HISTORY  
(dollars in thousands)

	<u>2004-05</u> <u>AUDITED</u>	<u>2005-06</u> <u>AUDITED</u>	<u>2006-07</u> <u>AUDITED</u>	<u>2007-08</u> <u>AUDITED</u>	<u>2008-09</u> <u>AUDITED</u>	<u>2009-10</u> <u>AUDITED</u>	<u>2010-11</u> <u>AUDITED</u>	<u>2011-12</u> <u>AUDITED</u>	<u>2012-13</u> <u>AUDITED</u>
REVENUES:									
Property Taxes	\$15,502	21,135	22,027	23,681	25,647	26,017	25,142	26,216	28,122
Sales Tax	14,852	16,019	17,223	17,273	16,264	15,242	15,502	15,940	16,744
Other Local Taxes	7,376	7,957	9,357	10,338	9,242	9,144	9,870	10,774	12,015
Use of Money and Property	9,128	8,991	10,242	11,165	11,480	10,881	10,290	10,138	10,783
Other Revenues <sup>1</sup>	24,712	22,751	24,232	23,623	23,270	23,072	24,361	27,079	27,253
Loan Repayments	<u>2,060</u>	<u>2,060</u>	<u>2,060</u>	<u>2,060</u>	<u>2,060</u>	<u>2,060</u>	<u>2,075</u>	<u>1,894</u>	<u>1,894</u>
TOTAL REVENUES	<u>73,630</u>	<u>78,913</u>	<u>85,141</u>	<u>88,140</u>	<u>87,963</u>	<u>86,416</u>	<u>87,240</u>	<u>92,041</u>	<u>96,811</u>
EXPENDITURES:									
Salaries and Benefits	51,165	54,818	58,454	63,374	68,091	69,549	69,007	72,537	74,561
Supplies and Services	11,775	12,563	13,782	13,567	13,155	11,933	12,226	12,910	13,414
Capital Outlay/ Equipment Replacement	618	775	1,284	1,777	1,504	2,213	2,253	2,282	2,315
Self Insurance	954	1,209	1,618	2,082	809	2,441	2,674	2,876	2,751
Debt Service	<u>1,019</u>	<u>1,021</u>	<u>1,016</u>	<u>1,016</u>	<u>1,020</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
TOTAL EXPENDITURES	<u>65,531</u>	<u>70,386</u>	<u>76,154</u>	<u>81,816</u>	<u>84,579</u>	<u>86,136</u>	<u>86,160</u>	<u>90,605</u>	<u>93,041</u>
OPERATING BALANCE	<u>\$ 8,099</u>	<u>8,527</u>	<u>8,987</u>	<u>6,324</u>	<u>3,384</u>	<u>280</u>	<u>1,080</u>	<u>1,436<sup>2</sup></u>	<u>3,770<sup>3</sup></u>

<sup>1</sup> Includes Licenses, Permits & Fees; Fines and Forfeitures; Intergovernmental; Charges for Services; Miscellaneous Revenue; and Interfund Revenues & Transfers.

<sup>2</sup> Balance transferred to General Non-Operating Fund (\$814,000) and General Fund Reserve (\$622,000).

<sup>3</sup> Balance transferred to General Non-Operating Fund (\$3.0 million) and General Fund Reserve (\$800,000).

# **DEPARTMENT BUDGETS**

## GENERAL NOTES

These notes explain the format and conventions used for each Department Summary that appear in the following section of this document.

### A. Organizational Charts

Included for each department is the organizational structure of the department. A City-wide organizational chart is included prior to the Introduction Section of this document.

### B. Text Pages

1. Centered at the top of the page is a title identifying the Department or Program name and whether it is the Department Summary or a Program Summary.
2. The Department or Program Manager is identified.
3. The Department or Program mission statement and an overview of the functions and responsibilities of the Department or Program are provided.
4. The Department's functions are listed on the Department Summary only. Functions are the long-term goals of the Department and are tied to performance measures.
5. The Department's major goals/projects/initiatives for Fiscal Year 2014-15 are listed only on the Department Summary. Items in **bold** are tied to Fiscal Years 2013-14 and 2014-15 Major Council Goals. Items in *bold italics* are new goals for Fiscal Year 2014-15.
6. Major program changes are identified by fund on the Program Summary pages or the Department Summary if there are no Programs for the Department.
7. Performance measures are listed on Department Summary pages only and are tied to the Department's functions.

## GENERAL NOTES

(Continued)

### C. Performance/Workload Measures

Included on each department text page is a list of performance and workload measures by program. Performance/Workload Measures are clearly tied to Departmental Functions. If a Departmental Function has a Performance/Workload Measure tied to it, it is noted in parenthesis with an "M" and the Performance/ Workload Measure number(s) following (e.g. M 1, 2, 3). Please note that Departmental Functions are long-term goals and therefore tied to continuing Performance/Workload Measures, while Major Departmental Goals/Projects/Initiatives are short-term in nature.

### D. Numerical Pages

1. The listed number of positions for each Department or Program represents the maximum number of regular budgeted positions that can be filled. "Part-Time Hourly" positions identify the number of full-time equivalent positions budgeted to be filled by hourly personnel. Limited-Period and contract personnel are not included in this listing.
2. Positions listed in the "2012-13 Adjusted" column are those positions actually approved in the adopted budget that year plus any adjustments made mid-year. Positions listed in the "2013-14 Adopted" column are those positions in the "2012-13 Adjusted" column plus position changes adopted in Fiscal Year 2013-14. Positions listed in the "2014-15 Proposed" column are those positions in the "2013-14 Adopted" column plus any amendments or adjustments made mid-year and any changes proposed for Fiscal Year 2014-15.
3. Salaries for regular positions are calculated using the employees' actual salary plus any potential increases for the upcoming budget year. Hourly positions are calculated using the minimum/maximum range of the position classification. In general, hourly positions are budgeted at the higher end of the range, seasonal hourly positions are generally budgeted at mid-range.

# CITY COUNCIL

## CITY COUNCIL

<b>Councilmembers</b>	<b>Term Expires</b>
Christopher R. Clark, Mayor	2017
John McAlister, Vice Mayor	2017
Margaret Abe-Koga	2015
Ronit Bryant	2015
John M. Inks	2017
R. Michael Kasperzak, Jr.	2017
Jac Siegel	2015

## STANDING COMMITTEES

### **Appointments Review Committee (CARC)**

Inks, Chair  
Clark  
McAlister

### **Finance/Investment Review Committee (CFC) (IRC)**

Inks, Chair  
McAlister  
Siegel

### **Neighborhoods Committee (CNC)**

McAlister, Chair  
Abe-Koga  
Siegel

### **Procedures Committee (CPC)**

McAlister, Chair  
Kasperzak  
Siegel

### **Technology Committee (CXC)**

Abe-Koga, Chair  
Clark  
Siegel

### **Transportation Committee (CTC)**

Kasperzak, Chair  
Bryant  
Inks

### **Youth Services Committee (CYSC)**

Bryant, Chair  
Abe-Koga  
Clark

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## NOTES

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## CITY COUNCIL DEPARTMENT SUMMARY

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### DEPARTMENT MISSION STATEMENT

To set policy that governs the City in a manner which is both financially sound, as well as responsive to the needs and concerns of the community.

### DEPARTMENT OVERVIEW

The City Council is the legislative and policy-making body for the City, having responsibility for enacting City ordinances, appropriating funds to conduct City business, and providing policy direction to administrative staff.

There are seven standing City Council committees, each with three members. From time to time, special-purpose committees are also formed. In addition, Councilmembers represent the City and serve on numerous regional agencies and organizations.

The City Council meets at 6:30 p.m. on the second and fourth Tuesday of each month in the Council Chambers located in City Hall, 500 Castro Street. The times and places of City Council committee meetings and the meetings of outside agencies on which Councilmembers serve can be obtained from the City Clerk's Office.

### DEPARTMENT FUNCTIONS

- Serve as Board of Directors for the Mountain View Shoreline Regional Park Community, the Successor Agency to the Mountain View Revitalization Authority, and the City of Mountain View Capital Improvements Financing Authority.
- Participate in regional boards and agencies which directly affect the City of Mountain View and the needs and interests of the citizens.
- Adopt the annual budget and Five-Year Capital Improvement Program.
- Meet annually in Study Sessions with each advisory commission/committee.
- Participate in the City's Corporate Visitation Program.

### MAJOR CITY COUNCIL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2014-15

- Retain and improve green space and canopy.
- Improve bicycle and pedestrian mobility.
- Use technology to enhance customer service, efficiency, and advance the mission of the organization.

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**CITY COUNCIL  
DEPARTMENT SUMMARY**

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**MAJOR PROGRAM CHANGES**

- General Operating Fund:

Council Procedures Committee (CPC) Recommendation: \$1,800

Provides increased funding in the Council's budget as recommended by the CPC on April 8, 2014. The travel and training budget was reduced as part of the budget balancing during this past recession while travel and training costs continue to rise. Rather than increasing the individual Councilmember's training budgets, the CPC recommended an increase in the reserve to make funds available, as needed, as determined by the Mayor.

- General Non-Operating Fund:

Newly Elected Council Per-Term Allowance (limited-period): \$11,400

Per Council Policy A-2, each Councilmember is to receive an allowance of \$3,800 per term for specialized office equipment necessary to allow Councilmembers to perform their official duties and communicate with the public and staff.

Council Team Building (limited-period): \$2,500

Provides funding for Council team building. With the 2014 election and three new members joining the Council, funds are being requested by the CPC for a Council team building in early 2015.

LB/9/BUD/LHP-430-01 FY2014-15

**CITY COUNCIL  
DEPARTMENT SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Mayor	1	1	1
Councilmember	6	6	6
TOTAL REGULAR	7	7	7
TOTAL PART-TIME HOURLY	0	0	0
<b>TOTAL POSITIONS</b>	<b>7</b>	<b>7</b>	<b>7</b>

EXPENDITURE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries Wages and Benefits	\$ 154,111	218,946	222,453
Supplies and Other Services	50,934	91,310	106,960
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 205,045</b>	<b>310,256</b>	<b>329,413</b>

FUNDING SOURCES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Operating	\$ 202,577	310,256	315,513
General Non-Operating	2,468	0	13,900
<b>TOTAL FUNDING</b>	<b>\$ 205,045</b>	<b>310,256</b>	<b>329,413</b>

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 53,280	52,200	52,200
Wages	0	0	0
Benefits	100,831	166,746	170,253
TOTAL PERSONNEL	154,111	218,946	222,453
Materials and Supplies	8,203	11,390	11,200
Maintenance and Operations	0	400	0
Utilities	5,850	12,360	12,360
Professional/Technical Svcs	0	0	0
Other Expenses	36,881 *1	67,160	83,400 *2
TOTAL SUPPLIES AND SERVICES	50,934	91,310	106,960
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 205,045</b>	<b>310,256</b>	<b>329,413</b>

\*1 Includes limited-period expenditures for per-term Council allowance.

\*2 Includes increased fundings of \$1,800 for travel reserve and limited-period fundings of \$11,400 for per-term Council Allowance (3 seats) and \$2,500 for Council Team Building.

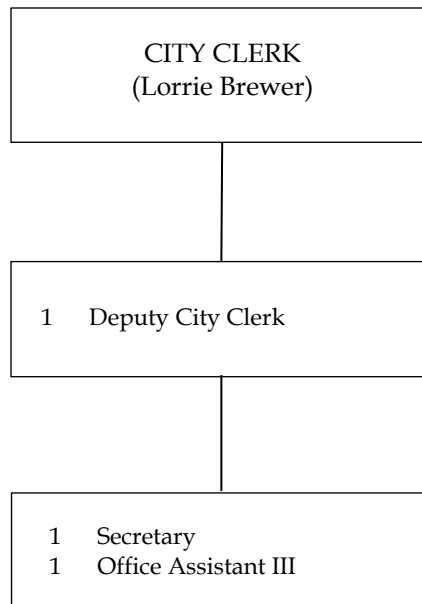
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## NOTES

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# CITY CLERK'S OFFICE



FISCAL YEAR 2014-15 POSITION TOTALS: 4.0 Full-Time

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## NOTES

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## CITY CLERK'S OFFICE DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – CITY CLERK

### DEPARTMENT MISSION STATEMENT

To maintain official records, administer elections, and provide administrative support to City Council.

### DEPARTMENT OVERVIEW

The City Clerk is appointed by the City Council. The Clerk is responsible for facilitating the conduct of business by the City Council and fulfilling legal requirements as set forth in the Charter, City Code, and State law. The City Clerk's Office administers City elections and campaign and financial disclosure laws.

The City Clerk's Office maintains a record of all proceedings of the City Council; meets all requirements regarding public postings, legal advertising, recordations, and mailing of public hearing notices; processes assessment districts, annexations, deeds, tax cancellations, appeals, and initiative petitions; administers the selection process for Council appointment of members to City board, commissions, and committees; and provides support for Sister City activities.

The City Clerk's Office provides administrative assistance to the Council, maintains the City Code and City Charter, is custodian of the City Seal, administers oaths or affirmations, and maintains official record of City contracts and agreements. The office also maintains official City records, provides certified copies thereof, assists with public records requests, and provides information to the public regarding the legislative operations of government.

### DEPARTMENT FUNCTIONS

- Administer City elections. (M 1)
- Maintain the City Code and City Charter.
- Administer campaign disclosures, financial disclosures, and oaths. (M 2)
- Coordinate, prepare, and distribute Council agenda materials and minutes. (M 3, 4, 5, 9)
- Maintain official City records and provide records management support services for all departments. (M 6, 7, 8, 10)
- Notice legal documents and process annexation and assessment district proceedings, deeds, appeals, initiative petitions, and ordinances. (M 8)
- Provide administrative support to City Council. (M 11)
- Manage coordination of Council meeting agenda preparation process.

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## CITY CLERK'S OFFICE DEPARTMENT SUMMARY

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### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2014-15

*(Items in **bold italics** are new goals tied to Fiscal Years 2013-14 and 2014-15 Major Council Goals)*

- ***Procure and install "Wayfinder" digital directional signage at City Hall*** in conjunction with the Information Technology Department.
- ***Explore potential technology upgrades in the City Council Chambers*** in conjunction with the Information Technology Department.
- Conduct the November 4, 2014 City Council Candidate Election.
- Complete the revisions to the City-wide Records Retention Schedule.
- Complete the digitizing of the microfilm/fiche records project.

### MAJOR PROGRAM CHANGES

- General Non-Operating Fund:

November 2014 Election (limited-period): \$167,000

Provides funding for the November 4, 2014 General Municipal Election (\$100,000) and additional funding to add the potential Charter Amendment Measure for Council compensation (\$67,000) to the ballot.

Microfilm Digitizing Service (rebudget): \$13,300

Rebudgets funding to convert existing microfilm to digital format. Digitizing microfilm will allow easier access for the public and increase efficiency in responding to public records requests.

Sister Cities (limited-period): \$5,500

Provides funding to support Mountain View's Sister Cities. The Mountain View Sister City Affiliation requested support from the City for an amount not to exceed \$5,000 for a delegation from Iwata, Japan, to visit Mountain View. In addition, the Host Organizing Committee of the 2014 Sister Cities International Annual National Conference and Leadership Meeting has asked each city member of the NORCAL Chapter to contribute a \$500 shared cash sponsorship.

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**CITY CLERK'S OFFICE  
DEPARTMENT SUMMARY**

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PERFORMANCE/WORKLOAD MEASURES

	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Target</b>	<b>2013-14 6 Months</b>	<b>2014-15 Target</b>
<b>Elections:</b>					
1. Percent of official election notices published without errors and on time	N/A	100%	100%	N/A	100%
2. Percent of Statement of Economic Interests processed correctly and submitted on time	100%	100%	100%	100%	100%
<b>Legislative:</b>					
3. Percent of agenda packets prepared and distributed five days before Council meeting	100%	100%	100%	100%	100%
4. Percent of agendas and minutes posted at least 72 hours prior to a regular Council meeting	100%	100%	100%	100%	100%
5. Percent of minutes prepared for City Council meeting without errors of fact	100%	100%	>98%	100%	>98%
6. Percent of resolutions and ordinances processed within five days after a Council meeting is held	100%	100%	>90%	98%	>90%
7. Percent of ordinances and resolutions processed within five days after a Council meeting is held	100%	100%	>90%	100%	>90%
8. Percent of legal hearing notices prepared, noticed, and mailed within legal deadlines	100%	100%	100%	100%	100%
<b>Records Management:</b>					
9. Percent of agenda items uploaded to imaging system each agenda production week	100%	100%	100%	100%	100%
10. Number of agreements documented and indexed	527 <sup>(A)</sup>	538 <sup>(A)</sup>	600	260 <sup>(A)</sup>	600
<b>Administrative/Support to Council:</b>					
11. Percent of Council service requests responded to within one working day of receipt	100%	100%	100%	100%	100%

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<sup>(A)</sup> The number of agreements received to be documented and indexed has decreased.

**CITY CLERK'S OFFICE  
DEPARTMENT SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
City Clerk	1	1	1
Deputy City Clerk	1	1	1
Secretary	1	1	1
Office Assistant III	1	1	1
TOTAL REGULAR	4	4	4
TOTAL PART-TIME HOURLY	0	0	0
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

EXPENDITURE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries Wages and Benefits	\$ 504,518	522,135	540,699
Supplies and Other Services	97,546	51,320	223,820
Capital Outlay	0	0	5,500
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 602,064</b>	<b>573,455</b>	<b>770,019</b>

FUNDING SOURCES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Operating	\$ 530,997	560,155	584,219
General Non-Operating	71,067	13,300	185,800
<b>TOTAL FUNDING</b>	<b>\$ 602,064</b>	<b>573,455</b>	<b>770,019</b>

REVENUE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Service Charges	\$ 310	550	550
Miscellaneous Revenue	1,647	2,200	2,002
<b>TOTAL REVENUES</b>	<b>\$ 1,957</b>	<b>2,750</b>	<b>2,552</b>

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**CITY CLERK'S OFFICE  
DEPARTMENT SUMMARY**

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EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 345,950	363,304	373,112
Wages	7,914	8,000	8,000
Benefits	150,654	150,831	159,587
<b>TOTAL PERSONNEL</b>	<b>504,518</b>	<b>522,135</b>	<b>540,699</b>
Materials and Supplies	8,673	10,255	10,255
Maintenance and Operations	997	1,475	1,475
Utilities	192	290	290
Professional/ Technical Svcs	5,146	11,530	11,530
Other Expenses	82,538 *1	27,770 *2	200,270 *3
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>97,546</b>	<b>51,320</b>	<b>223,820</b>
Capital Outlay	0	0	5,500
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 602,064</b>	<b>573,455</b>	<b>770,019</b>

\*1 Includes limited-period expenditures for the November 2012 General Municipal Election.

\*2 Includes limited-period funding of \$13,300 for microfilm digitizing service.

\*3 Includes limited-period fundings of \$167,000 for November 2014 General Municipal Election including a potential Charter Amendment Measure, \$13,300 for microfilm digitizing service (rebudget), and \$5,500 for Sister Cities.

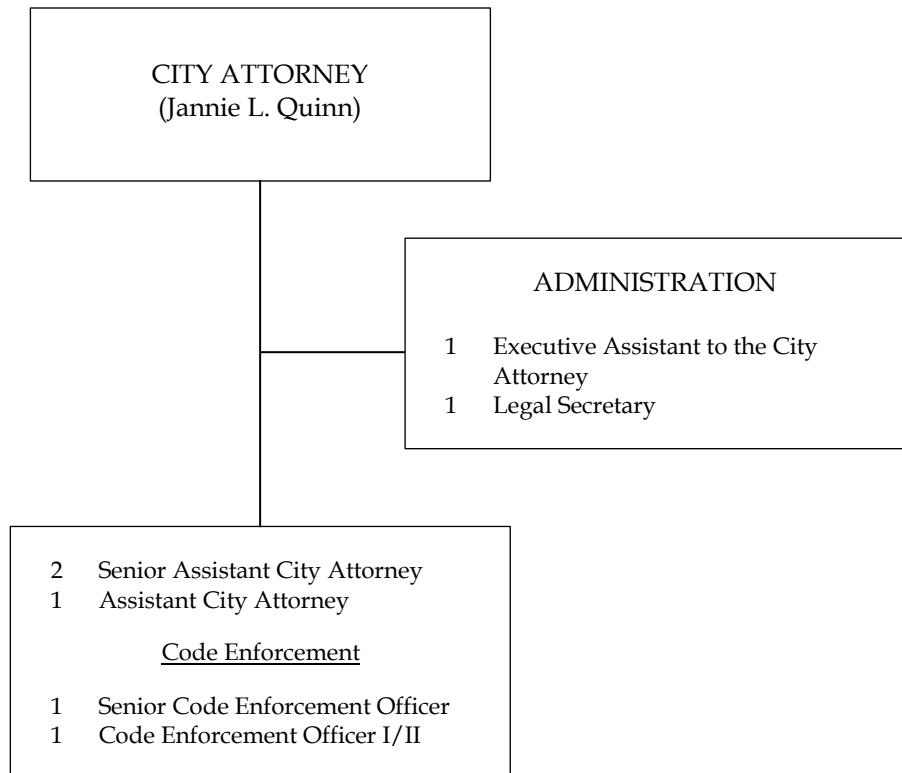
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## NOTES

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# CITY ATTORNEY'S OFFICE



FISCAL YEAR 2014-15 POSITION TOTALS: 8.0 Full-Time

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## **CITY ATTORNEY'S OFFICE DEPARTMENT SUMMARY**

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### **DEPARTMENT MANAGER – CITY ATTORNEY**

### **DEPARTMENT MISSION STATEMENT**

To provide legal services and counsel to the City Council, boards, and commissions; and participate as a member of the management team in support of City departments.

### **DEPARTMENT OVERVIEW**

The City Attorney is appointed by the City Council as the Attorney for the City and legal advisor to the City Council. The City Attorney hires subordinate attorneys to assist in the discharge of assigned responsibilities. The City Attorney's Office defends and prosecutes or retains counsel to defend and prosecute all civil actions and proceedings to which the City is a party and prosecutes all criminal actions involving the City Code. The City Attorney's Office represents and advises the City Council, boards, commissions, departments, and all City officials in matters of law related to the conduct of City business.

The City Attorney's Office drafts necessary legal documents, ordinances, resolutions, contracts, other documents pertaining to the City's business, and handles claims against the City. The Office is also responsible for providing legal services in connection with the Shoreline Regional Park (North Bayshore) Community.

The Code Enforcement Section is responsible for enforcing the City Code provisions relating to zoning, neighborhood preservation, vehicles on private property, and other Code sections as necessary.

### **DEPARTMENT FUNCTIONS**

- Prosecute and defend legal proceedings involving the City. (M 1, 2)
- Coordinate and monitor outside legal service providers retained to represent the City in its ongoing operations. (M 1)
- Process and track claims filed against the City. (M 2)
- Represent and advise City officials and City staff in legal matters.
- Draft and/or review ordinances, resolutions, contracts, and other legal documents. (M 3, 4)
- Supervise and administer the Code Enforcement Division, including prosecution of City Code violations. (M 5)
- Work with the Community Development Department to draft, finalize, and execute agreements as needed for developments.
- Update and revise Council policies, administrative policies, and personnel policies in accordance with new regulations such as new Fair Political Practices Commission (FPPC) regulations and initiatives of the Council Procedures Committee.

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**CITY ATTORNEY'S OFFICE  
DEPARTMENT SUMMARY**

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**MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR  
FISCAL YEAR 2014-15**

*(Items in **bold** are tied to Fiscal Years 2013-14 and 2014-15 Major Council Goals)*

- **Review the Park Land Dedication Ordinance as it relates to open space requirements in development projects** in conjunction with the Community Development Department and the Community Services Department.
- Provide legal support to update Precise Plans to implement the General Plan.
- Provide legal support in the form of negotiating and/or drafting agreements related to City properties.

**MAJOR PROGRAM CHANGES**

- General Operating Fund:

Training and Travel: \$2,700

Provides increased funding for continuing legal education and courses in particular subject areas which are essential for the attorneys to maintain their membership in the California State Bar, develop subject matter expertise, and for the overall effectiveness of the City Attorney's Office.

**PERFORMANCE/WORKLOAD MEASURES**

	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Target</b>	<b>2013-14 6 Months</b>	<b>2014-15 Target</b>
<b>City Attorney's Office:</b>					
1. Total cost of legal services, in-house and outside counsel, as a percent of General Operating Fund budget	1.4%	1.1%	<2%	0.5%	<2%
2. Percent of claims entered into the claim reporting system, reported to ACCEL, and directed to appropriate departments for response within 5 working days of receipt of the claim	96%	100%	>90%	100%	>90%
3. Percent of standard contracts reviewed within 2 working days	100%	100%	>85%	100%	>85%
4. Percent of complex contracts reviewed within 20 working days	100%	100%	>80%	100%	>80%
5. Percent of code enforcement cases responded to within 5 working days of receipt of complaint or observation of violation	99%	99%	>95%	99%	>95%

**CITY ATTORNEY'S OFFICE  
DEPARTMENT SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
City Attorney	1	1	1
Sr Assist City Attorney	2	2	2
Assistant City Attorney	1	1	1
Senior Code Enforcement Officer	1	1	1
Code Enforcement Officer I/II	1	1	1
Exec Asst to the City Attorney	1	1	1
Legal Secretary	1	1	1
TOTAL REGULAR	8	8	8
TOTAL PART-TIME HOURLY	0	0	0
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>8</b>

EXPENDITURE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries Wages and Benefits	\$ 1,380,091	1,505,454	1,533,587
Supplies and Other Services	413,943	115,190	117,930
Capital Outlay	0	0	0
Interfund Expenditures	4,410	4,800	4,900
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,798,444</b>	<b>1,625,444</b>	<b>1,656,417</b>

FUNDING SOURCES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Operating	\$ 1,451,393	1,585,444	1,616,417
Shoreline Regional Park Community	2,620	10,000	10,000
Liability Self-Insurance	344,431	30,000	30,000
<b>TOTAL FUNDING</b>	<b>\$ 1,798,444</b>	<b>1,625,444</b>	<b>1,656,417</b>

REVENUE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Fines and Forfeitures	\$ 149,796	40,000	43,750
General Service Charge	300	0	0
Miscellaneous Revenue	2,661	2,000	2,000
<b>TOTAL REVENUES</b>	<b>\$ 152,757</b>	<b>42,000</b>	<b>45,750</b>

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**CITY ATTORNEY'S OFFICE  
DEPARTMENT SUMMARY**

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EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 977,879	1,092,036	1,095,226
Wages	6,203	0	0
Benefits	396,009	413,418	438,361
<b>TOTAL PERSONNEL</b>	<u>1,380,091</u>	<u>1,505,454</u>	<u>1,533,587</u>
Materials and Supplies	31,924	32,000	32,000
Maintenance and Operations	0	0	0
Utilities	1,089	3,350	3,350
Professional/ Technical Srvcs	151,906	60,900	60,900
Other Expenses	229,024 *1	18,940	21,680 *2
<b>TOTAL SUPPLIES AND SERVICES</b>	<u>413,943</u>	<u>115,190</u>	<u>117,930</u>
Capital Outlay	0	0	0
Interfund Expenditures	4,410	4,800	4,900
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 1,798,444</u></u>	<u><u>1,625,444</u></u>	<u><u>1,656,417</u></u>

\*1 Includes costs for litigation cases, funding approved mid-year or carried over from prior fiscal years.

\*2 Includes increased funding of \$2,700 for training and travel.

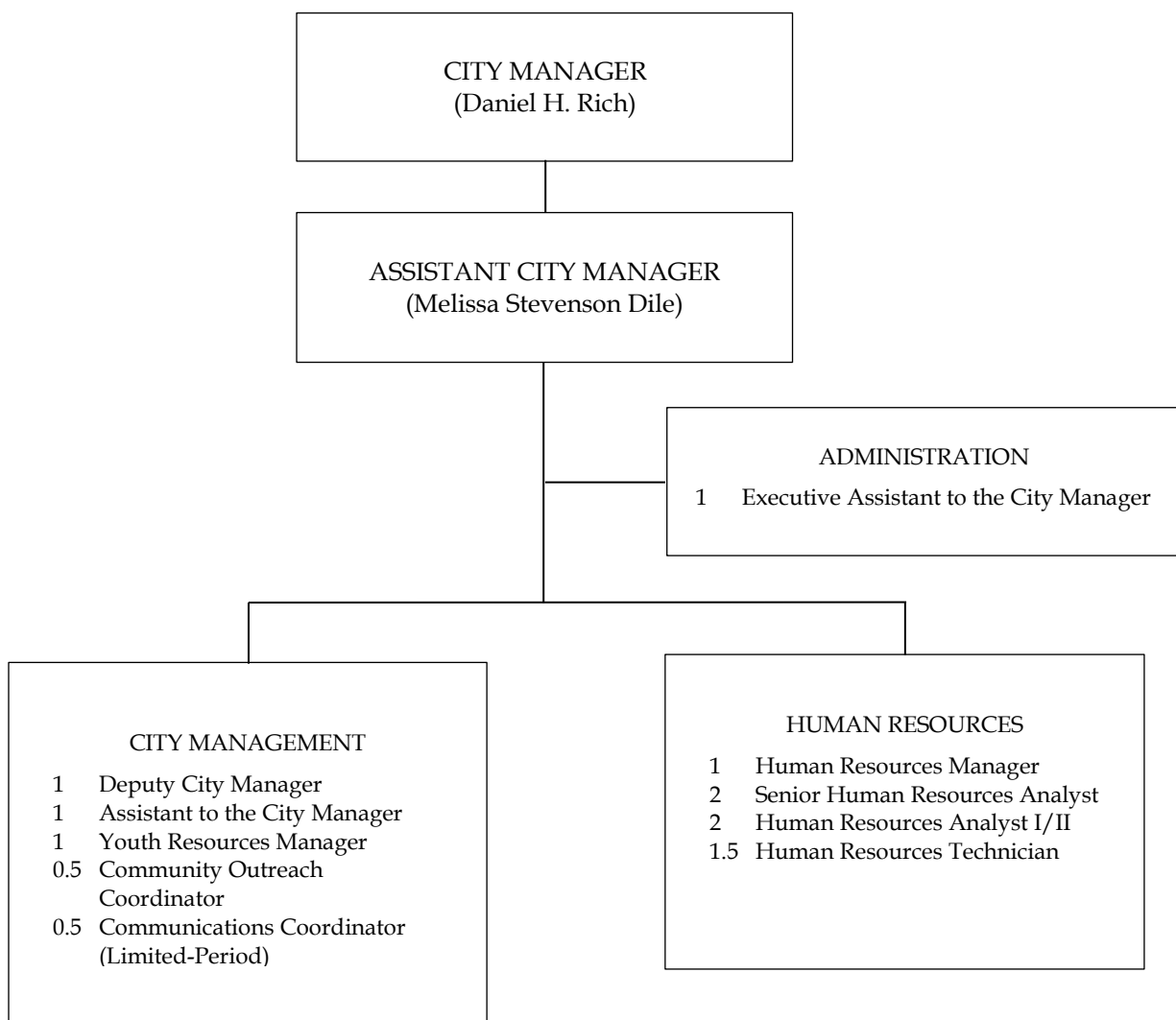
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## NOTES

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# CITY MANAGER'S OFFICE



FISCAL YEAR 2014-15 POSITION TOTALS: 12.0 Full-Time  
1.0 Regular Part-Time  
0.5 Limited-Period

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## CITY MANAGER'S OFFICE DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – CITY MANAGER

#### DEPARTMENT MISSION STATEMENT

To support the City Council in the development and execution of their goals and policies and to provide leadership and guidance to City departments in the delivery of City services and to attract and retain the most appropriately qualified employees.

#### DEPARTMENT OVERVIEW

The City Manager is appointed by the City Council. The City Manager's Office provides professional leadership in the administration of all City services, activities, and facilities and directs the execution of policies and objectives formulated by the City Council; develops and presents to the City Council recommendations and strategies in response to community issues; plans and executes programs to meet the current and future needs of the City of Mountain View; and strives to provide the highest quality of human resource service to City departments, employees, and prospective employees.

#### DEPARTMENT FUNCTIONS

- Develop and present to the City Council solutions and strategies in response to community issues.
- Provide leadership to City departments in the execution of policies, objectives, and programs adopted by the City Council. (M 1)
- Respond to all City Council and citizen inquiries received by the City Manager's Office in a timely manner. (M 2)
- Assist the City Council in its annual setting of major City goals and track departments' progress in achieving City-wide goals.
- Develop and submit an annual balanced City budget to the City Council and support City Council efforts in long-term financial planning.
- Support the City Council's legislative advocacy and intergovernmental relations efforts. (M 3)
- Manage the City's Community Relations Program by providing information to the community through public forums, City publications *The View* and *Annual Report*, and government access programming. (M 4)
- Manage the Multilingual Community Outreach Program. (M 2, 4)
- Provide staff support to the Human Relations Commission.
- Provide City liaison to various community groups and nonprofit organizations.
- Coordinate intergovernmental issues related to the Moffett Complex/NASA Ames issues.
- Coordinate specific interdepartmental and intergovernmental compliance issues.

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## CITY MANAGER'S OFFICE DEPARTMENT SUMMARY

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- Support capital project funding priorities and the feasibility of a voter-approved revenue measure, or other funding mechanism, to fund priority projects in conjunction with the Finance and Administrative Services Department.
- Manage customer/citizen relationship management (CRM) “*Ask Mountain View*” web- and mobile-based systems. (M 4)
- Serve as the focal point in the City organization for the coordinated delivery of youth services by internal and external youth services providers, and coordinate ongoing implementation of the Youth Action Plan.
- Provide staff support to the Council Procedures Committee (CPC), Council Youth Services Committee (CYSC), and in conjunction with the Information Technology Department – the Council Technology Committee (CXC).
- Manage the Human Resources Division, including day-to-day functions, training, succession planning, and labor negotiations.
- Develop and maintain infrastructure for administering effective personnel/employee relation functions. (M 5)
- Manage and coordinate the City’s grievance and appeals process and assist departments with all disciplinary actions. (M 5)
- Manage and maintain positive employee/labor relations with unrepresented and represented employee groups through negotiations and administration of Memorandums of Understanding and resolutions governing unrepresented compensation. (M 5, 6)
- Plan, conduct, and continually evaluate employee training and organizational development opportunities, and succession planning efforts. (M 6)
- Fill vacant positions as quickly and cost effectively as possible while adhering to equal employment principles. (M 6)
- Orient all new employees to the City and conduct interviews with all employees who separate from City service. (M 7, 8)
- Evaluate, update, and maintain the City’s classification plan through periodic salary surveys and classification/reclassification studies, and implement changes to the City’s compensation plan as needed.
- Manage and administer the City’s comprehensive benefits program for employees and retirees, including the wellness program. (M 9)

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## CITY MANAGER'S OFFICE DEPARTMENT SUMMARY

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### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2014-15

- Coordinate with other departments on the Moffett Gateway development project.
- Reassess public information program to explore options for enhanced effectiveness.
- Prepare for and negotiate new labor agreements by June 30, 2015.
- Deploy an online employee benefits program.
- Review the recruitment process.
- Coordinate study of feral cats in North Bayshore.

### PERFORMANCE/WORKLOAD MEASURES

	2011-12 Actual	2012-13 Actual	2013-14 Target	2013-14 6 Months	2014-15 Target
<b>City Management Division:</b>					
1. Percentage of City Manager's Office cost as a percent of the General Operating Fund budget <sup>(A)</sup>	1.4%	1.4%	<2%	0.6%	<2%
2. Percent of multi-lingual Community Outreach Program information requests that are responded to within three business days	95%	92%	>90%	90%	>90%
3. Number of communications regarding the City's position on legislation or legislative issues made annually to the State Legislature, Congress, and other branches of government	6	14	5	5	5
4. Number of Community Information and Outreach Program products provided (newsletters, press releases, Internet postings, media contacts, etc.)	58	76	40	48	40
<b>Human Resources Division:</b>					
5. Employee turnover rate	6%	5%	<10%	4%	<10%
6. Percent of recruitments/vacant positions filled by existing personnel (excludes promoting within positions classified as I/II)	32%	35%	>30%	51%	>30%
7. Percent of new employee orientations conducted within seven days of hire	92%	100%	>98%	100%	>98%

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**CITY MANAGER'S OFFICE  
DEPARTMENT SUMMARY**

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	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Target</b>	<b>2013-14 6 Months</b>	<b>2014-15 Target</b>
8. Percent of retirement planning informational meetings conducted with retiring employees	100%	100%	>90%	94%	>90%
9. Percent of employee benefit inquiries responded to within two working days	99%	99%	>85%	98%	>85%

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<sup>(A)</sup> Percentage is for the City Management Division only.

KT/9/BUD/LHP-609-01 FY2014-15

**CITY MANAGER'S OFFICE  
DEPARTMENT SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
City Manager	1	1	1
Assistant City Manager	1	1	1
Deputy City Manager	1	1	1
Assistant to the City Manager	1	1	1
Human Resources Manager	1	1	1
Youth Resources Manager	1	1	1
Senior Human Resources Analyst	2	2	2
Human Resources Analyst I/II	2	2	2
Human Resources Technician	1.50	1.50	1.50
Community Outreach Coordinator	0.50	0.50	0.50
Exec Asst to the City Manager	1	1	1
<b>TOTAL REGULAR</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>TOTAL PART-TIME HOURLY</b>	<b>0.32</b>	<b>0.35</b> *1	<b>0</b> *3
<b>TOTAL POSITIONS</b>	<b>13.32</b>	<b>13.35</b> *2	<b>13</b> *2

\*1 Converted contracts funding to hours.

\*2 In addition there is a limited-period half-time Communications Coordinator position.

\*3 Converted hours to on-call personnel.

DEPARTMENT PROGRAMS	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
City Management	\$ 1,617,969	1,896,349	1,859,220
Human Resources	1,293,702	1,538,747	1,625,556
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,911,671</b>	<b>3,435,096</b>	<b>3,484,776</b>

EXPENDITURE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries Wages and Benefits	\$ 2,278,874	2,492,658	2,664,838
Supplies and Other Services	619,900	940,938	818,438
Capital Outlay	12,897	1,500	1,500
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,911,671</b>	<b>3,435,096</b>	<b>3,484,776</b>

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**CITY MANAGER'S OFFICE  
DEPARTMENT SUMMARY**

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<b>FUNDING SOURCES</b>	<b>2012-13 ACTUAL</b>	<b>2013-14 ADOPTED</b>	<b>2014-15 PROPOSED</b>
General Operating	\$ 2,638,724	2,972,996	3,091,176
General Non-Operating	16,343	228,100	159,600
Federal Health Grants	33,775	0	0
Cable Television	217,921	220,000	220,000
Employee Benefits	4,908	14,000	14,000
<b>TOTAL FUNDING</b>	<b>\$ 2,911,671</b>	<b>3,435,096</b>	<b>3,484,776</b>

<b>REVENUE SUMMARY</b>	<b>2012-13 ACTUAL</b>	<b>2013-14 ADOPTED</b>	<b>2014-15 PROPOSED</b>
Federal Intergovernmental Revenue	33,775	0	0
Miscellaneous Revenue	232,773	232,650	240,220
<b>TOTAL REVENUES</b>	<b>\$ 266,548</b>	<b>232,650</b>	<b>240,220</b>

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## NOTES

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## CITY MANAGER'S OFFICE – CITY MANAGEMENT PROGRAM SUMMARY

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### PROGRAM MANAGER – CITY MANAGER

#### PROGRAM OVERVIEW

The City Management Division supports the City Council in the preparation of City Council meeting and study session agendas and reports; administers the City's cable television franchise and contract with KMTV; serves as a liaison for intergovernmental relations and coordinates the delivery of youth services in the community; manages issues relating to NASA Ames Research Center and Moffett Federal Airfield; coordinates the City's Customer Relations Management (CRM) software system; disseminates information about City services and issues to the community through a public information program, including a multi-language community outreach component; coordinates the City's environmental compliance issues; provides staff support to the Human Relations Commission; coordinates child-care issues; and promotes the City's best interests in interactions with other levels of government.

#### MAJOR PROGRAM CHANGES

- General Operating Fund:  
  
Supplies: \$1,000  
  
Provides increased funding for general supplies.
- General Non-Operating Fund:  
  
Communications Coordinator Position (0.50) (limited-period): \$70,000  
  
Continuation of funding for a half-time Communications Coordinator position located in the City Manager's Office.  
  
Civica Website Training (limited-period): \$20,000  
  
Continuation of funding for training of department users to enable them to maintain the content of the redesigned website on an ongoing basis.  
  
Innovation Lab Grant (rebudget): \$20,000  
  
At the suggestion of employees, the City Manager launched an "Innovation Lab" program to encourage managers to "pitch" ideas to improve operations or services. The intent is to foster a proactive culture of innovation in the organization. Rebudgets "start-up" funding for winning submittals launched during the fiscal year.  
  
City-wide Succession Planning Efforts (rebudget balance): \$18,100  
  
Rebudgets the balance available to continue succession planning efforts.

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## CITY MANAGER'S OFFICE – CITY MANAGEMENT PROGRAM SUMMARY

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Supplemental Civica Technical Support (limited-period):	\$15,000
Continuation of funding for technical support for the City's newly redesigned website.	
Mid-/Long-Term Strategies (rebudget balance):	\$10,000
Rebudgets the balance available for outside assistance for fiscal sustainability strategies.	
Middlefield-Ellis-Whisman (MEW) Site (rebudget balance):	\$5,000
Rebudgets the balance available for professional assistance related to the MEW site.	

KT/9/BUD/LHP-609-02 FY2014-15

## CITY MANAGEMENT PROGRAM SUMMARY

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	6	6	6
Total Part-Time Hourly	0.32	0.35 *1	0 *3
<b>TOTAL POSITIONS</b>	<b>6.32</b>	<b>6.35 *2</b>	<b>6 *2</b>

\*1 Converted contracts funding to hours.

\*2 In addition there is a limited-period half-time Communications Coordinator position.

\*3 Converted hours to on-call personnel.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 898,849	929,773	1,002,148 *2
Wages	27,584	40,342	35,800
Benefits	353,890	364,138	393,676
<b>TOTAL PERSONNEL</b>	<b>1,280,323</b>	<b>1,334,253</b>	<b>1,431,624</b>
Materials and Supplies	38,117	63,700	65,200 *3
Maintenance and Operations	0	0	0
Utilities	192	720	720
Professional/Technical Svcs	269,235	250,946	254,446
Other Expenses	17,205	245,230 *1	105,730 *4
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>324,749</b>	<b>560,596</b>	<b>426,096</b>
Capital Outlay	12,897	1,500	1,500
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,617,969</b>	<b>1,896,349</b>	<b>1,859,220</b>

\*1 Includes limited-period fundings of \$70,000 for a half-time Communications Coordinator position, \$50,000 for outside assistance for potential mid- to long-term budget strategies (rebudget), \$30,000 for an unmet capital needs survey, \$20,000 for Civica website training, \$20,000 for an innovation lab grant, \$18,100 for succession planning efforts (rebudget), \$15,000 for supplemental Civica technical support, and \$5,000 for the MEW site (rebudget).

\*2 Includes limited-period funding of \$70,000 for a half-time Communications Coordinator position.

\*3 Includes increased funding of \$1,000 for general supplies.

\*4 Includes limited-period fundings of \$20,000 for Civica website training, \$20,000 for an innovation lab grant (rebudget), \$18,100 for succession planning efforts (rebudget balance), \$15,000 for supplemental Civica technical support, \$10,000 for outside assistance for potential mid- to long-term budget strategies (rebudget balance), and \$5,000 for the MEW site (rebudget balance).

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Federal Intergovernmental Revenue	\$ 33,775	0	0
Miscellaneous Revenue	232,410	232,400	239,970
<b>TOTAL REVENUES</b>	<b>\$ 266,185</b>	<b>232,400</b>	<b>239,970</b>

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## CITY MANAGER'S OFFICE – HUMAN RESOURCES PROGRAM SUMMARY

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### PROGRAM MANAGER – ASSISTANT CITY MANAGER

#### PROGRAM OVERVIEW

The Human Resources Division recruits and tests personnel; manages labor relations, equal employment opportunity, and employment development activities; coordinates organizational development efforts, including new employee orientations and training programs; administers the City's compensation and benefits program; and conducts special studies and programs to improve the quality of service to employees and the public.

The City strives to hire and retain excellent employees throughout the organization. To do this, the division recruits the best people and monitors the City's salary and benefits plan for competitiveness. The City values its employees and provides numerous mechanisms to encourage professional growth. The City provides the necessary on-the-job training and designs and implements supervisory and other management training programs for recently promoted employees, as well as existing employees.

#### MAJOR PROGRAM CHANGES

- General Operating Fund:

PERS Health Program (PEMHCA) Administrative Fee:	\$12,000
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Provides funding for the PEMHCA administrative fee. This fee is assessed on the monthly premium to cover administration of the program and cannot be included in the health premiums.

KT/9/BUD/LHP-609-03 FY2014-15

## HUMAN RESOURCES PROGRAM SUMMARY

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	7	7	7
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>7</b>	<b>7</b>	<b>7</b>
EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 666,986	759,469	795,834
Wages	1,329	3,840	3,840
Benefits	330,236	395,096	433,540
<b>TOTAL PERSONNEL</b>	<b>998,551</b>	<b>1,158,405</b>	<b>1,233,214</b>
Materials and Supplies	39,024	39,850	39,850
Maintenance and Operations	0	122	122
Utilities	195	0	0
Professional/Technical Svcs	106,269	118,400	130,400 *2
Other Expenses	149,663 *1	221,970	221,970
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>295,151</b>	<b>380,342</b>	<b>392,342</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,293,702</b>	<b>1,538,747</b>	<b>1,625,556</b>
REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Miscellaneous Revenue	\$ 363	250	250
<b>TOTAL REVENUES</b>	<b>\$ 363</b>	<b>250</b>	<b>250</b>

\*1 Includes limited-period expenditures for interest-based bargaining training/assistance and for a CalPERS health system study consultant.

\*2 Includes increased funding of \$12,000 for PEMHCA Administrative Fee.

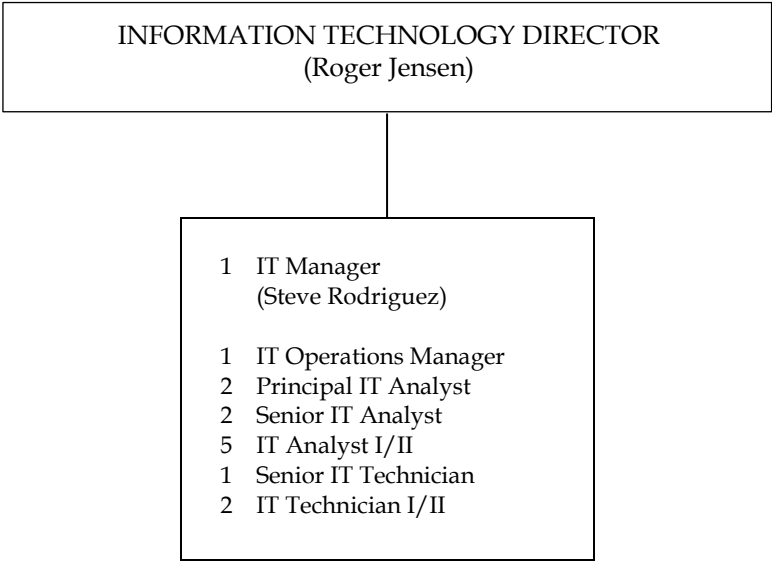
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## NOTES

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# INFORMATION TECHNOLOGY DEPARTMENT



FISCAL YEAR 2014-15 POSITION TOTALS: 15.0 Full-Time

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## INFORMATION TECHNOLOGY DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – INFORMATION TECHNOLOGY DIRECTOR

### DEPARTMENT MISSION STATEMENT

To support and implement the use of technology to enhance customer service, efficiency, and advance the mission of the organization.

### DEPARTMENT OVERVIEW

The Information Technology Department plans, maintains, and manages the City's computerized information systems, communication networks, and telecommunications system. Services include systems analysis and design, project management, computer operations, computer equipment maintenance, software selection, vendor management, and website development and support.

### DEPARTMENT FUNCTIONS

- Manage and support the planning, implementation, operation, and maintenance of information technology, providing a reliable City-wide network, electronic mail, public access, City Internet and Intranet website, and technical support of computer applications in City departments. (M 1, 2)
- Coordinate cost-effective telephone services, including long distance, voice mail applications, and cellular phone services.
- Provide support to the Council Technology Committee in conjunction with the City Manager's Office.

### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2014-15

(Items in **bold** are goals tied to Fiscal Years 2013-14 and 2014-15 Major Council Goals; items in **bold italics** are new goals for Fiscal Year 2014-15)

- **Support the implementation of a new Recreation registration and reservation system** in conjunction with the Community Services Department.
- ***Procure and install "Wayfinder" digital directional signage at City Hall*** in conjunction with the City Clerk's Office.
- ***Explore potential technology upgrades in the City Council Chambers*** in conjunction with the City Clerk's Office.
- ***Support the implementation of an online time reporting and scheduling system*** in conjunction with the Finance and Administrative Services Department.
- ***Support the implementation of an upgrade to the City's Financial System (IFAS) to ONESolution*** in conjunction with the Finance and Administrative Services Department.
- ***Develop a project to implement a modular-based, City-wide work order management system, including modules to support Urban Forestry, Fleet Services, Storm, Sewer, and Water operations.***

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## INFORMATION TECHNOLOGY DEPARTMENT SUMMARY

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- *Implement an enterprise-wide electronic signature application.*
- *Support the implementation of the new Center for the Performing Arts ticketing system to enhance technology and user interface in conjunction with the Community Services Department.*
- *Support the Library Services Department in implementing wireless printing to enhance the new City WiFi and meet the increasing demand from customers who are bringing in laptops and mobile devices.*
- *Integrate the Open Town Hall application into the City's new website and work with the City Manager's Office to raise awareness of the product and encourage community input.*
- *Launch a community-driven Code-for-America program, enlisting local users to identify and develop applications for use by our citizens.*

### MAJOR PROGRAM CHANGES

- General Operating Fund:

Software and Hardware Maintenance and License Fees: \$21,700

Provides funding for new and existing software and hardware that require annual maintenance or license contracts (\$15,500). This cost increase is primarily related to the new WiFi to be installed in City facilities as a result of Google grant funds. Includes funding for the OpenGov website license fee (\$3,400) to provide budget transparency for internal and external use. Also includes funding for the annual maintenance of the City Clerk's Office requested new Way Finder Signage system (\$1,500) and new module for the Center for the Performing Arts Artifax event and venue management software (\$1,300).

Geographical Information System (GIS) Intern: \$6,000

Provides funding for a newly created internship program to update and maintain GIS data.

### PERFORMANCE/WORKLOAD MEASURES

	2011-12 Actual	2012-13 Actual	2013-14 Target	2013-14 6 Months	2014-15 Target
<b>Information Technology:</b>					
1. Cost of information technology as a percent of total City department expenditures	2%	1.9%	<3%	2.1%	<3%
2. Percent of time network is up	99%	99%	>98%	99%	>98%

PJK/9/BUD/LHP-546-01 FY2014-15

## INFORMATION TECHNOLOGY DEPARTMENT SUMMARY

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
CIO/Information Technology Director	0	1 *1	1
Information Technology Manager	1	1	1
Information Technology Operations Manager	1	1	1
Principal Information Technology Analyst	2	2	2
Senior Information Technology Analyst	2	2	2
Information Technology Analyst I/II	5	5	5
Senior Information Technology Technician	1	1	1
Information Technology Technician I/II	2	2	2
TOTAL REGULAR	14	15	15
TOTAL PART-TIME HOURLY	0	0	0
<b>TOTAL POSITIONS</b>	<b>14</b>	<b>15</b>	<b>15</b>

\*1 Added the Information Technology Director position.

EXPENDITURE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries Wages and Benefits	\$ 2,074,838	2,438,212	2,604,929
Supplies and Other Services	757,495	1,112,140	1,133,840
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,832,333</b>	<b>3,550,352</b>	<b>3,738,769</b>

FUNDING SOURCES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Operating	\$ 2,420,570	3,045,811	3,216,217
Water	411,763	504,541	522,552
<b>TOTAL FUNDING</b>	<b>\$ 2,832,333</b>	<b>3,550,352</b>	<b>3,738,769</b>

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## INFORMATION TECHNOLOGY DEPARTMENT SUMMARY

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EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 1,428,470	1,717,054	1,781,224
Wages	0	0	6,000 *2
Benefits	646,368	721,158	817,705
TOTAL PERSONNEL	<u>2,074,838</u>	<u>2,438,212</u>	<u>2,604,929</u>
Materials and Supplies	17,291	20,500	20,500
Maintenance and Operations	406,882	660,520 *1	677,870 *3
Utilities	114,946	196,750	197,500
Professional/Technical Svcs	188,121	203,870	207,470 *4
Other Expenses	30,255	30,500	30,500
TOTAL SUPPLIES AND SERVICES	<u>757,495</u>	<u>1,112,140</u>	<u>1,133,840</u>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ <u>2,832,333</u></b>	<b><u>3,550,352</u></b>	<b><u>3,738,769</u></b>

\*1 Includes increased funding of \$118,100 for hardware/software maintenance.

\*2 Includes increased funding of \$6,000 for a Geographical Information System (GIS) intern.

\*3 Includes increased funding of \$18,300 for hardware/software maintenance.

\*4 Includes increased funding of \$3,400 for OpenGov license fees.

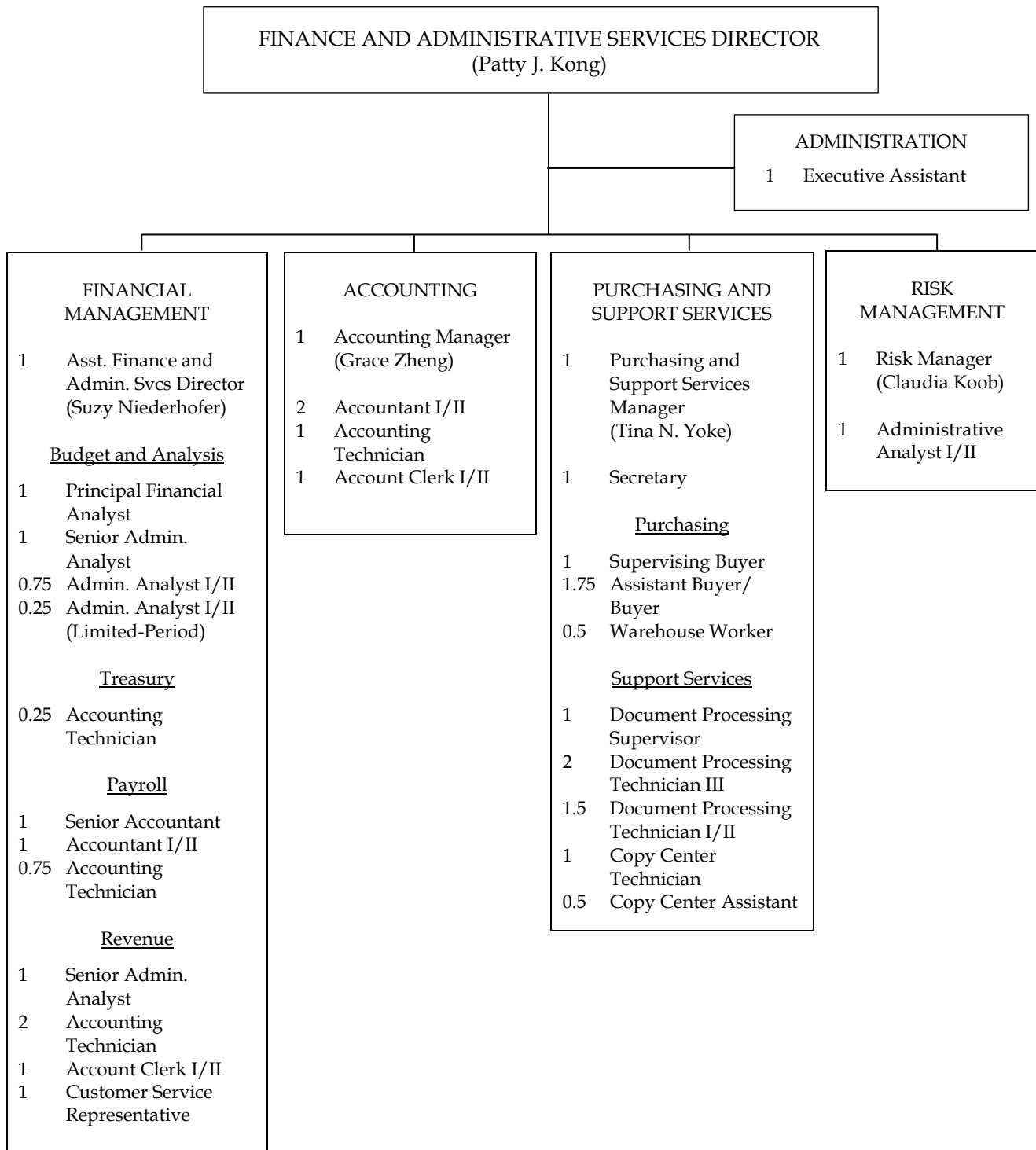
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## NOTES

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# FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT



FISCAL YEAR 2014-15 POSITION TOTALS: 29.0 Full-Time  
3.0 Regular Part-Time  
0.25 Limited-Period

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## NOTES

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## FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – FINANCE AND ADMINISTRATIVE SERVICES DIRECTOR

#### DEPARTMENT MISSION STATEMENT

To support the planning and management of the City's fiscal affairs and to provide internal administrative services to all City departments.

#### DEPARTMENT OVERVIEW

The Finance and Administrative Services Department is responsible for administration of the financial affairs and internal support activities of the City; provision of financial/analytical, purchasing and document processing, and Workers' Compensation and liability support to all City departments and programs; managing the City's investment portfolio; and coordinating the City's budget process and annual independent audit. Specifically, the department processes payroll, accounts receivable, utility billings, all City revenues, accounting entries, accounts payable, financial reporting, purchase orders, and Council reports and other documents, and Workers' Compensation and property loss claims. The department is also responsible for warehousing, copying, and mail for internal support functions and manages the City's general liability, property insurance, industrial disability, and unemployment programs. In addition, the department provides staff support to the Council Finance Committee and Investment Review Committee.

#### DEPARTMENT FUNCTIONS

- Plan, monitor, and report in a timely and accurate manner the City's financial and budgetary position; provide financial analysis and recommendations on major issues facing the City. (M 1)
- Manage the City budget process and produce the annual City budget.
- Provide staff support to the Council Finance Committee (CFC) and Investment Review Committee (IRC).
- Manage investment of City funds with the objectives of minimizing risk and meeting cash flow requirements while earning market rates of return. (M 2)
- Manage the City's debt obligations, including special assessment debt; monitor the City's credit rating; recommend and manage issuance of new debt as appropriate.
- Provide timely, accurate, and cost-efficient payroll processing. (M 3, 4, 5)
- Process billing and collection of charges for utility and miscellaneous services, providing a high level of accuracy and customer service to residents and businesses. (M 6, 7)
- Manage the City's centralized financial and budgetary control systems, delivering accurate and timely processing of financial transactions and on-time information. (M 1, 8, 9, 10)
- Coordinate and assist with the City's annual independent audit; prepare the Comprehensive Annual Financial Report, required State reports, and other reports as necessary.

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## FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT SUMMARY

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- Provide efficient and effective centralized purchasing services as required by the City Charter and City Code, and the sale of surplus equipment. (M 11, 12)
- Provide cost-beneficial, centralized document processing, document reproduction, and mail distribution services. (M 13, 14)
- Manage the City's comprehensive general liability, property, loss control, Workers' Compensation, industrial disability, and unemployment insurance programs, including self-insurance programs and excess insurances for catastrophic loss. (M 15, 16, 17)

### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2014-15

*(Items in **bold italics** are new goals tied to Fiscal Years 2013-14 and 2014-15 Major Council Goals)*

- ***Implement an online time reporting and scheduling system*** in conjunction with the Information Technology Department
- ***Commence implementation of an upgrade to the City's Financial System (IFAS) to ONESolution*** with support from the Information Technology Department.
- Support the Moffett Gateway development project.
- Support the City Manager's Office with preparation of and negotiations for new labor agreements by June 30, 2015.
- Monitor status of SB 7 Prevailing Wage legislation and implement procedures for compliance.
- Complete the Solid Waste Cost of Service Study.
- Coordinate a review of the City's purchasing process.

### PERFORMANCE/WORKLOAD MEASURES

	2011-12 Actual	2012-13 Actual	2013-14 Target	2013-14 6 Months	2014-15 Target
<b>Financial Management:</b>					
1. Accuracy of final budget numbers—percent of budget corrections needed due to error	0.1%	0.1%	<2%	0.02%	<2%
2. Percent of time portfolio's market-risk target (modified duration) is within:					
— 3.0 percent of the benchmark (policy requires 25.0 percent of time within 3.0 percent)	58%	67%	>50%	100%	>50%
— 15.0 percent of the benchmark (policy requires 100.0 percent of time within 15.0 percent)	100%	100%	100%	100%	100%

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## FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT SUMMARY

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	2011-12 Actual	2012-13 Actual	2013-14 Target	2013-14 6 Months	2014-15 Target
3. Cost per payroll check issued (cost of payroll operation to total paychecks issued)	\$18.38	\$17.49 <sup>(A)</sup>	<\$19.00	\$12.06 <sup>(A)</sup>	<\$19.00
4. Percent of reissued payroll checks versus total issued	0.19%	0.18%	<1%	0.09%	<1%
5. Payroll checks issued	20,844	20,376	21,500	10,478	21,500
6. Percent of utility bills processed and mailed 10 working days from last meter reading date	100%	100%	>95%	100%	>95%
7. Percent of utility accounts and accounts receivable accounts written off as a percent of total receivables	1.9%	0.9%	<2%	1.4%	<2%
<b>Accounting:</b>					
8. Percent of correcting accounting entries to total accounting entries	9.4%	8.8%	<10%	5.2%	<10%
9. Percent of month-end closes completed within 10 working days (target assumes June and July will not close within 10 working days due to year-end workload)	83%	83%	83%	83%	83%
10. Cost of Accounts Payable processing as a percent of total dollars spent	0.2%	0.2%	<1%	0.1%	<1%
<b>Purchasing and Support Services:</b>					
11. Cost of procurement services as a percent of total dollars spent	3%	3.3%	<4%	3%	<4%
12. Percent of time purchase orders issued timely	94%	95%	>90%	97%	>90%
13. Percent of time Document Processing documents are completed timely	95%	97%	>90%	97%	>90%
14. Percent of time Copy Center documents are completed timely	97%	94%	>90%	92%	>90%
<b>Risk Management:</b>					
15. Percent of Workers' Compensation program costs to total payroll	2%	2.4%	<5%	Reported Annually	<5%
16. Percent of hours lost to occupational injury compared to total hours worked	1.2%	0.7%	<2.5%	Reported Annually	<2.5%
17. Percent of dollars recovered compared to expenditures paid to repair damage to City property	88%	99%	100%	Reported Annually	100%

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<sup>(A)</sup> The cost per check has decreased due to a vacancy in payroll.

**FINANCE AND ADMINISTRATIVE SERVICES  
DEPARTMENT SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Finance and Administrative Svcs Director	1	1	1
Assistant Finance and Admin Svcs Director	1	1	1
Purchasing and Support Services Manager	1	1	1
Risk Manager	1	1	1
Accounting Manager	1	1	1
Principal Financial Analyst	1	1	1
Senior Administrative Analyst	2	2	2
Senior Accountant	1	1	1
Administrative Analyst I/II	1.75	1.75	1.75
Accountant I/II	3	3	3
Supervising Buyer	1	1	1
Document Processing Supervisor	1	1	1
Assistant Buyer/Buyer	1.75	1.75	1.75
Accounting Technician	4	4	4
Account Clerk I/II	2	2	2
Document Processing Technician III	2	2	2
Document Processing Technician I/II	1.50	1.50	1.50
Warehouse Worker	0.50	0.50	0.50
Executive Assistant	1	1	1
Copy Center Technician	1	1	1
Copy Center Assistant	0.50	0.50	0.50
Customer Service Representative	1	1	1
Secretary	1	1	1
TOTAL REGULAR	32	32	32
TOTAL PART-TIME HOURLY	0	0	0
<b>TOTAL POSITIONS</b>	<b>32</b>	<b>32</b> *1	<b>32</b> *1

\*1 In addition there is a 0.25 limited-period Financial Analyst I/II position.

DEPARTMENT PROGRAMS	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Finance and Admin. Services Administration	\$ 1,063,006	1,201,247	1,419,236
Financial Management	1,450,261	1,652,861	1,693,934
Accounting	629,151	652,206	669,487
Purchasing and Support Services	1,362,664	1,612,761	1,682,697
Risk Management	2,873,624	3,654,721	3,673,735
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,378,706</b>	<b>8,773,796</b>	<b>9,139,089</b>

**FINANCE AND ADMINISTRATIVE SERVICES  
DEPARTMENT SUMMARY**

EXPENDITURE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries Wages and Benefits	\$ 4,000,536	4,611,129	4,839,022
Supplies and Other Services	3,362,269	4,138,267	4,254,967
Capital Outlay	0	0	20,000
Interfund Expenditures	15,901	24,400	25,100
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,378,706</b>	<b>8,773,796</b>	<b>9,139,089</b>
FUNDING SOURCES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Operating	\$ 4,460,613	4,917,515	5,141,529
General Non-Operating	50,383	88,990	253,790
Water	291,818	413,205	409,684
Workers Compensation Insurance	2,196,813	1,734,900	1,734,900
Unemployment Self-Insurance	105,581	173,460	173,460
Liability Self-Insurance	273,498	1,425,726	1,425,726
Retirees' Health Program Insurance	0	20,000	0
<b>TOTAL FUNDING</b>	<b>\$ 7,378,706</b>	<b>8,773,796</b>	<b>9,139,089</b>
REVENUE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Licenses and Permits	\$ 36,823	29,700	15,080
General Service Charge	989	800	800
Miscellaneous Revenue	184,744	51,296	48,500
<b>TOTAL REVENUES</b>	<b>\$ 222,556</b>	<b>81,796</b>	<b>64,380</b>

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## NOTES

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## FINANCE AND ADMINISTRATIVE SERVICES – ADMINISTRATION PROGRAM SUMMARY

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### PROGRAM MANAGER – FINANCE AND ADMINISTRATIVE SERVICES DIRECTOR

#### PROGRAM OVERVIEW

Administration is responsible for the management of the Finance and Administrative Services Department. This division provides leadership, policy development, administrative and technical support, career development, and training opportunities.

#### MAJOR PROGRAM CHANGES

- General Operating Fund:

Mountain View Police Activities League (MVPAL): \$5,000

Provides funding for MVPAL. MVPAL is, primarily, a youth crime prevention program that relies on educational, athletic, and other recreational activities to cement a bond between Police Officers and youth. Studies have shown that if a young person respects a Police Officer on the ball field or in the classroom, the youth is more likely to respect the laws that Police Officers enforce. Such respect is beneficial to the youth, the Police Officer, the neighborhood, and the business community. This budgeted amount will support the various MVPAL programming such as boxing, soccer, tennis, and other programming.

Council Procedures Committee (CPC) Recommendations: \$1,000

Provides increased funding as recommended by the CPC on April 18, 2014 for membership to the Mayor's Innovation Project.

- General Non-Operating Fund:

Housing Trust Boomerang Funds (limited-period): \$191,800

The Cities Association of Santa Clara County, Housing Trust Silicon Valley, and Silicon Valley Leadership Group have joined together to support regional efforts to increase funding for affordable housing in our communities. As a result of the dissolution of redevelopment agencies (RDAs) and the loss of the previous 20.0 percent housing set aside for low- and moderate-income housing funds, the proposal identifies two potential streams of revenue: (1) the one-time funds that were unencumbered; and (2) the ongoing funds that are distributed to cities previously directed to RDAs. These have been deemed "boomerang" funds. This provides funding for the one-time unencumbered funds (\$140,800) and 20.0 percent of the net ongoing funds (\$51,000), to be reviewed annually.

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## FINANCE AND ADMINISTRATIVE SERVICES – ADMINISTRATION PROGRAM SUMMARY

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Nonprofit Agency Funding (limited-period): \$12,000

Provides second year of funding for a 10.0 percent increase up to the requested amount, and a minimum \$5,000 funding, for nonprofit agencies funded by the General Operating Fund.

SN/9/BUD/LHP-541-02 FY2014-15

**FINANCE AND ADMINISTRATIVE SERVICES - ADMINISTRATION  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	3	3	3
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>
EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 460,663	476,908	490,722
Wages	0	0	0
Benefits	187,696	211,573	247,948
<b>TOTAL PERSONNEL</b>	<b>648,359</b>	<b>688,481</b>	<b>738,670</b>
Materials and Supplies	16,152	20,070	20,070
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Svcs	122,858	110,100	110,100
Other Expenses	275,637 *1	382,596 *2	550,396 *3
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>414,647</b>	<b>512,766</b>	<b>680,566</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,063,006</b>	<b>1,201,247</b>	<b>1,419,236</b>
REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Miscellaneous Revenue	\$ 155	1,000	1,000
<b>TOTAL REVENUES</b>	<b>\$ 155</b>	<b>1,000</b>	<b>1,000</b>

\*1 Includes limited-period expenditures for the Mountain View Police Activities League (MVPAL).

\*2 Includes increased funding of \$3,000 for the property tax rebate program. Also includes limited-period fundings of \$20,000 for a retirees' health actuarial valuation update, \$12,000 for non-profit agency funding, and \$10,000 for MVPAL.

\*3 Includes increased fundings of \$5,000 for MVPAL and \$1,000 for Mayor's Innovation membership. Also includes limited-period fundings of \$191,800 for housing boomerang funds and \$12,000 for non-profit agency funding (2nd year).

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## FINANCE AND ADMINISTRATIVE SERVICES – FINANCIAL MANAGEMENT PROGRAM SUMMARY

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### PROGRAM MANAGER – ASSISTANT FINANCE AND ADMINISTRATIVE SERVICES DIRECTOR

#### PROGRAM OVERVIEW

The Financial Management Division consists of the Budget and Analysis, Treasury, Payroll, and Revenue sections.

The Budget and Analysis Section provides information and analytical support to the City Council and other City departments as requested. This section analyzes economic trends, forecasts revenues, and monitors expenditures and balances for the current fiscal year as well as future fiscal years. In addition, Budget and Analysis manages the budget system and produces periodic financial status reports, including the Narrative, Proposed, and Adopted Budget documents.

The Treasury Section is responsible for cash flow and management of the City's investment portfolio.

The Payroll Section processes timecards; payroll documents and biweekly payroll for all City employees; and prepares reports relating to retirement, insurance, deferred compensation, and taxes.

The Revenue Section processes billing and collection for the City's water, wastewater, and solid waste utilities; business licenses; and miscellaneous accounts receivable. All moneys due to, or collected by, other City departments are forwarded to this section for deposit and tracking in the City's financial system. In addition, this section is the Finance and Administrative Services Department's primary customer service contact point.

#### MAJOR PROGRAM CHANGES

- General Operating Fund:

Property Tax Consultant: \$900

Provides funding for property tax consulting services. The total contract was increased in Fiscal Year 2013-14 from \$12,600 to \$14,400. The total cost of the contract is shared between the General Operating Fund and the Shoreline Community Fund.

- General Non-Operating Fund:

Financial Analyst I/II Position (0.25) (limited-period): \$35,000

Continuation of funding for 0.25 FTE of a Financial Analyst I/II position, to add to a current 0.75 FTE position, needed to relieve workload.

Cost Allocation Plan Update (limited-period): \$15,000

Provide funding for the Cost Allocation Plan update.

## FINANCE AND ADMINISTRATIVE SERVICES - FINANCIAL MANAGEMENT PROGRAM SUMMARY

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	10.75	10.75	10.75
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>10.75</b> *1	<b>10.75</b> *1	<b>10.75</b> *1

\*1 In addition there is a 0.25 limited-period Financial Analyst I/II position.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 794,932	946,435	1,010,069 *4
Wages	38,859	900	900
Benefits	389,605	424,861	433,400
<b>TOTAL PERSONNEL</b>	<b>1,223,396</b>	<b>1,372,196</b>	<b>1,444,369</b>
Materials and Supplies	79,845	93,530	93,530
Maintenance and Operations	2,977	4,050	4,050
Utilities	0	0	0
Professional/Technical Svcs	98,302	110,735 *2	111,635 *5
Other Expenses	45,741 *1	72,350 *3	20,350 *6
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>226,865</b>	<b>280,665</b>	<b>229,565</b>
Capital Outlay	0	0	20,000
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,450,261</b>	<b>1,652,861</b>	<b>1,693,934</b>

\*1 Includes limited-period expenditures for a Utility Users Tax compliance audit.

\*2 Includes increased funding of \$2,100 for property tax consulting services.

\*3 Includes limited-period fundings of \$37,000 for 0.25 of an Financial Analyst I/II position and \$30,000 for a Transient Occupancy Tax compliance review.

\*4 Includes limited-period funding of \$35,000 for 0.25 of an Financial Analyst I/II position.

\*5 Includes increased funding of \$900 for property tax consulting services.

\*6 Includes limited-period funding of \$15,000 for a cost allocation plan update.

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Licenses and Permits	\$ 36,823	29,700	15,080
General Service Charge	989	800	800
<b>TOTAL REVENUES</b>	<b>\$ 37,812</b>	<b>30,500</b>	<b>15,880</b>

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## FINANCE AND ADMINISTRATIVE SERVICES – ACCOUNTING PROGRAM SUMMARY

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### PROGRAM MANAGER – ACCOUNTING MANAGER

#### PROGRAM OVERVIEW

The Accounting Division manages and maintains the general accounting and financial records of the City. This division is also primarily responsible for coordinating the independent audit of the City's financial records and preparation of the Comprehensive Annual Financial Report and other required State reports. The Accounts Payable Section of this division matches and reconciles all invoices, purchase requisitions, purchase orders, contracts, and agreements prior to processing payments for City obligations.

SN/9/BUD/LHP-541-04 FY2014-15

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**FINANCE AND ADMINISTRATIVE SERVICES - ACCOUNTING  
PROGRAM SUMMARY**

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POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	5	5	5
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>
EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 351,922	439,459	450,266
Wages	62,550	0	0
Benefits	202,107	204,607	211,081
<b>TOTAL PERSONNEL</b>	<b>616,579</b>	<b>644,066</b>	<b>661,347</b>
Materials and Supplies	2,287	3,790	3,790
Maintenance and Operations	338	300	300
Utilities	0	0	0
Professional/Technical Svcs	7,805	0	0
Other Expenses	2,142	4,050	4,050
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>12,572</b>	<b>8,140</b>	<b>8,140</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 629,151</b>	<b>652,206</b>	<b>669,487</b>

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## FINANCE AND ADMINISTRATIVE SERVICES – PURCHASING AND SUPPORT SERVICES PROGRAM SUMMARY

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### PROGRAM MANAGER – PURCHASING AND SUPPORT SERVICES MANAGER

#### PROGRAM OVERVIEW

The Purchasing and Support Services Division manages purchasing and support services activities of the City.

The Purchasing Section assures acquisition of price-competitive equipment, services, and supplies for City departments. Other services include issuing requests for bid; vendor selection; equipment, supplies, and mail delivery; warehousing of operating inventories; and sale of surplus equipment.

The Support Services Section provides building management, document processing, graphic design, printing, document reproduction, mail distribution, and other support services to City departments.

SN/9/BUD/LHP-541-05 FY2014-15

**FINANCE AND ADMINISTRATIVE SERVICES - PURCHASING AND SUPPORT SERVICES  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	11.25	11.25	11.25
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>11.25</b>	<b>11.25</b>	<b>11.25</b>
EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 763,557	928,330	954,924
Wages	66,535	2,000	2,000
Benefits	389,927	465,401	508,043
<b>TOTAL PERSONNEL</b>	<b>1,220,019</b>	<b>1,395,731</b>	<b>1,464,967</b>
Materials and Supplies	37,414	51,050	51,050
Maintenance and Operations	33,956	57,200	57,200
Utilities	0	0	0
Professional/Technical Svcs	0	6,200	6,200
Other Expenses	55,374	78,180	78,180
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>126,744</b>	<b>192,630</b>	<b>192,630</b>
Capital Outlay	0	0	0
Interfund Expenditures	15,901	24,400	25,100
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,362,664</b>	<b>1,612,761</b>	<b>1,682,697</b>
REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Miscellaneous Revenue	\$ 27,992	20,000	20,000
<b>TOTAL REVENUES</b>	<b>\$ 27,992</b>	<b>20,000</b>	<b>20,000</b>

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## FINANCE AND ADMINISTRATIVE SERVICES – RISK MANAGEMENT PROGRAM SUMMARY

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### PROGRAM MANAGER – RISK MANAGER

#### PROGRAM OVERVIEW

Risk Management is responsible for managing the City's loss control and risk reduction programs. The City's risk exposures are managed by self-insuring or acquiring insurance, requiring vendors to have insurance and assisting in the maintenance of a safe workplace. This program encompasses the City's comprehensive general liability; property; property loss recovery; loss control; Workers' Compensation; industrial disability retirement; and unemployment programs, including the City's self-insurance reserves and excess catastrophic insurance coverage. Risk Management is also responsible for State and OSHA reports and provides guidance to City departments in determining insurance requirements for contracts.

SN/9/BUD/LHP-541-06 FY2014-15

**FINANCE AND ADMINISTRATIVE SERVICES - RISK MANAGEMENT  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	2	2	2
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>
EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 204,209	417,247 *1	429,323 *1
Wages	0	1,500	1,500
Benefits	87,974	91,908	98,846
<b>TOTAL PERSONNEL</b>	<b>292,183</b>	<b>510,655</b>	<b>529,669</b>
Materials and Supplies	786	5,000	5,000
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Svcs	190,044	391,550	391,550
Other Expenses	2,390,611	2,747,516	2,747,516
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>2,581,441</b>	<b>3,144,066</b>	<b>3,144,066</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,873,624</b>	<b>3,654,721</b>	<b>3,673,735</b>
REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Miscellaneous Revenue	\$ 156,597	30,296	27,500
<b>TOTAL REVENUES</b>	<b>\$ 156,597</b>	<b>30,296</b>	<b>27,500</b>

\*1 Includes \$200,000 for workers' compensation claims.

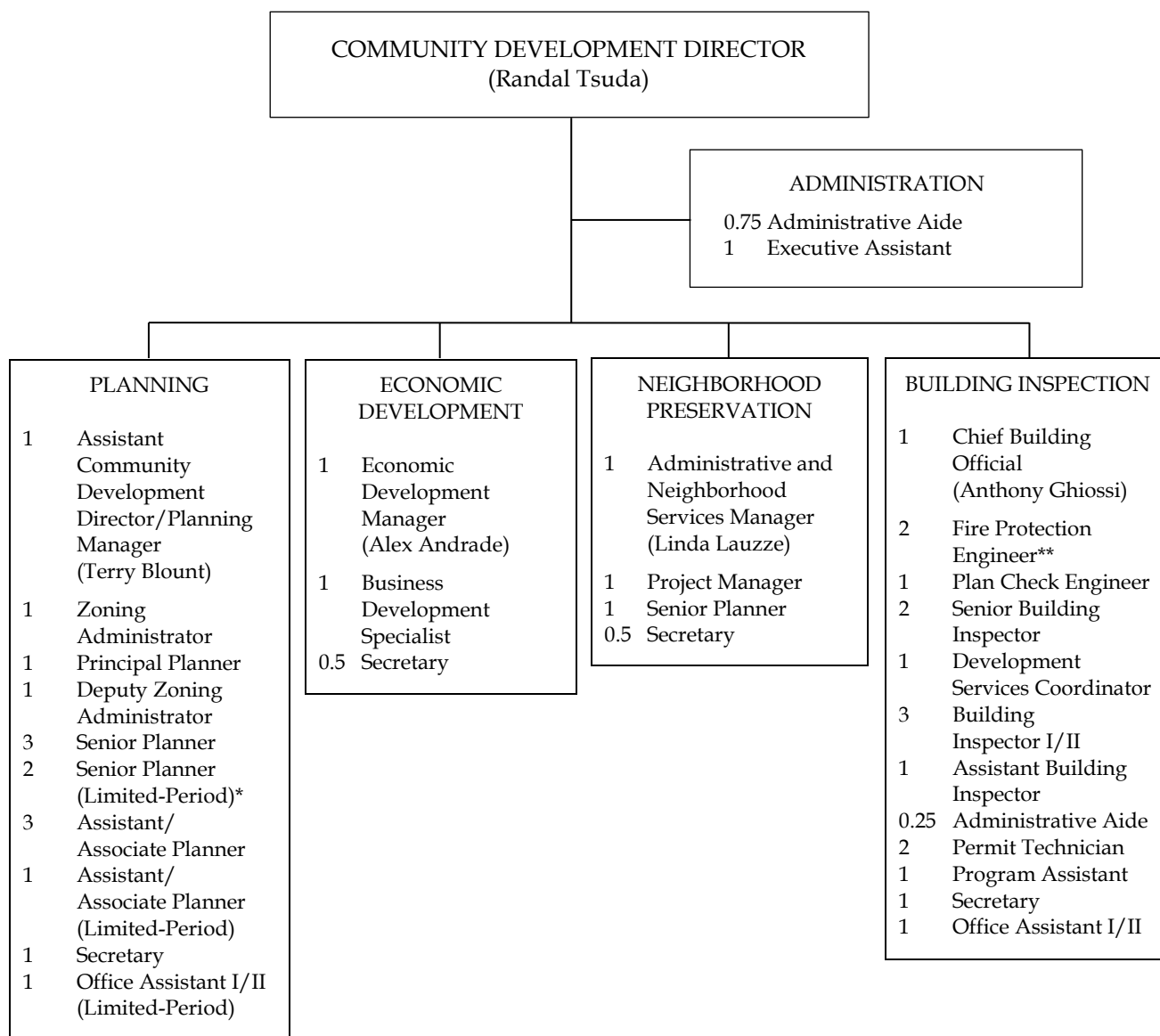
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## NOTES

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# COMMUNITY DEVELOPMENT DEPARTMENT



FISCAL YEAR 2014-15 POSITION TOTALS: 34.0 Full-Time  
4.0 Limited-Period

\* One limited-period Senior Planner position has been funded for the duration of the Google funding agreement.

\*\* Located in Community Development Department but budgeted in Fire Department.

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## NOTES

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## COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – COMMUNITY DEVELOPMENT DIRECTOR

#### DEPARTMENT MISSION STATEMENT

To provide land use, building development, neighborhood protection, economic development, and environmental policy services.

#### DEPARTMENT OVERVIEW

The Community Development Department is responsible for the review of development and building activity to ensure compliance with zoning and building codes, the achievement of economic development goals, General Plan policies, the California Environmental Quality Act (CEQA), housing policies, and community values. The department assists the community in establishing land use and neighborhood plans and ensures the quality of new projects through the design and development review process. The department staffs the Environmental Planning Commission (EPC), the Council Neighborhoods Committee, the Downtown Committee, and the Visual Arts Committee in addition to establishing and maintaining communications with citizens, developers, businesses, other governmental agencies, and City departments. The department also provides technical and policy support to the City Manager and other departments.

#### DEPARTMENT FUNCTIONS

- Ensure quality development that is sensitive to community goals and consistent with City standards.
- Respond promptly to individual applications or Environmental Planning Commission-/City Council-initiated General Plan and Zoning Ordinance amendments and Precise Plan changes. (M 1)
- Provide support for the comprehensive planning efforts of citizens, City Council, and the Environmental Planning Commission. (M 1)
- Provide timely, professional assistance with the review of proposed subdivision applications and development applications for Administrative Zoning and Subdivision Committee hearings.
- Provide zoning and planning information to the public in a timely, complete, accurate, and courteous manner. (M 1)
- Provide a foundation for long-range planning activities by maintaining comprehensive databases on land use, demographics, and economics.
- Retain existing businesses and attract new businesses throughout the City. (M 2)
- Provide staff support to the Downtown Committee and the Visual Arts Committee.
- Implement economic development strategies. (M 2)
- Manage affordable housing programs that include the Below-Market-Rate (BMR) program and new affordable housing projects, and oversight of Federally subsidized units. (M 3)

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## COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

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- Provide staff support to the Council Neighborhoods Committee and neighborhood programs.
- Continue to implement the Neighborhood Preservation Strategy by managing the Council Neighborhoods Committee's Neighborhood Grant Program, neighborhood meetings, and neighborhood networking event.
- Assist the City Council in allocating CDBG/HOME funding and monitor the use of these funds in compliance with Federal regulations. (M 3)
- Maintain the efficiency of the City's plan review and permit system, and building fire life safety inspection elements of the City's development review process, while integrating the requirements of City departments and other public agencies with community service goals. (M 4, 5)
- Coordinate development from design review through construction.
- Support code enforcement efforts.

### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2014-15

*(Items in **bold** are tied to Fiscal Years 2013-14 and 2014-15 Major Council Goals)*

- **Review the Park Land Dedication Ordinance as it relates to open space requirements in development projects** in conjunction with the City Attorney's Office and the Community Services Department.
- **Establish guidelines for tree preservation and planting in development projects, with particular emphasis on canopy and habitat preservation** in conjunction with the Community Services Department.
- **Study and implement downtown parking technology improvements.**
- Continue to work with the City Manager's Office on the Moffett Gateway development project with support from other departments.
- Complete preparation of the El Camino Real, San Antonio, and North Bayshore Precise Plans.
- Begin preparation of the East Whisman Precise Plan.
- Complete the new Housing Element.
- Continue to process Gatekeeper applications for final Council action.
- Continue to provide staff support for the two Notice of Funding Availability (NOFA) affordable housing projects during the building permit, construction, and marketing phases.
- Explore options related to requiring rewiring of new buildings for electric vehicle chargers.
- Review the development review process.

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## COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

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### PERFORMANCE/WORKLOAD MEASURES

	2011-12 Actual	2012-13 Actual	2013-14 Target	2013-14 6 Months	2014-15 Target
<b>Planning:</b>					
1. Percentage of on-time response rates by Project Coordinating Committee members		New for FY 13-14	>90%	78% <sup>(A)</sup>	>90%
<b>Economic Development:</b>					
2. Number of contacts with businesses interested in relocating or expanding in Mountain View	51	52	50	22	50
<b>Neighborhood Preservation:</b>					
3. Percent of Federally funded contracts carried out in compliance with City and Federal requirements	100%	100%	100%	100%	100%
<b>Building Inspection:</b>					
4. Percent of time where City provides 24-hour building inspection response for those inspection requests received by 3:00 p.m. on weekdays	100%	99%	>95%	100%	>95%
5. Percent of time that City meets five-day turnaround plan check for all Fast Track submittals that meet building inspection criteria	97%	98%	>90%	99%	>90%

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<sup>(A)</sup> Planning received 468 on-time comments out of 597 items.

EMB/9/BUD/LHP-815-01 FY2014-15

## COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Community Development Director	1	1	1
Asst. Comm. Dev. Dir/ Planning Manager	1	1	1
Economic Development Manager	1	1	1
Administrative & Neighborhood Svcs Mgr.	1	1	1
Chief Building Official	1	1	1
Zoning Administrator	1	1	1
Principal Planner	1	1	1
Deputy Zoning Administrator	1	1	1
Business Development Specialist	1	1	1
Plan Check Engineer	0	1 *2	1
Senior Building Inspector	2	2	2
Project Manager	1	1	1
Senior Planner	4	4	4
Development Services Coordinator	1	1	1
Building Inspector I/II	3	3	3
Asst/ Associate Planner	3	3	3
Assistant Building Inspector	0	1 *2	1
Administrative Aide	1	1	1
Permit Technician	2	2	2
Program Assistant	1	1	1
Executive Assistant	1	1	1
Secretary	3	3	3
Office Assistant I/II	1	1	1
TOTAL REGULAR	32	34	34
TOTAL PART-TIME HOURLY	0	0	0
<b>TOTAL POSITIONS</b>	<b>32</b> *1	<b>34</b> *3	<b>34</b> *3

\*1 In addition there are two limited-period Senior Planner positions, one for the duration of the General Plan update, and one for the duration of the Google Reimbursement Agreement.

\*2 Added one Plan Check Engineer position and one Assistant Building Inspector position.

\*3 In addition there are two limited-period Senior Planner positions (one for the duration of the Google Reimbursement Agreement), one limited-period Asst/ Associate Planner position and one limited-period Office Assistant I/II position.

DEPARTMENT PROGRAMS	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Community Development Administration	\$ 557,553	571,921	593,001
Planning	2,142,521	2,452,989	2,797,376
Economic Development	637,622	863,505	1,037,781
Neighborhood Preservation	1,375,893	4,101,576	4,047,380
Building Inspection	3,146,720	4,461,108	4,334,092
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,860,309</b>	<b>12,451,099</b>	<b>12,809,630</b>

**COMMUNITY DEVELOPMENT  
DEPARTMENT SUMMARY**

EXPENDITURE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries Wages and Benefits	\$ 4,321,061	5,408,573	5,811,148
Supplies and Other Services	3,247,347	6,809,526	6,832,882
Capital Outlay	15,512	103,000	35,000
Interfund Expenditures	276,389	130,000	130,600
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,860,309</b>	<b>12,451,099</b>	<b>12,809,630</b>
FUNDING SOURCES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Operating	\$ 2,990,133	3,016,823	1,297,974
General Non-Operating	84,188	417,850	165,000
Building/Development Services	3,146,720	4,461,108	6,585,434
Below Market Rate Housing	593,051	2,913,383	1,816,919
Housing Impact	106,851	132,403	132,332
Parking District No.2	240,968	403,026	585,427
Grants	356,587	720,000	1,747,222
Shoreline Reg Park Community	341,811	386,506	479,322
<b>TOTAL FUNDING</b>	<b>\$ 7,860,309</b>	<b>12,451,099</b>	<b>12,809,630</b>
REVENUE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Licenses & Permits	\$ 4,354,949	4,109,700	4,814,320
Rents and Leases	21,900	17,570	3,170
Federal Intergovernmental Revenue	1,638,003	720,000	720,000
General Service Charges	3,828,399	3,329,126	3,465,986
Miscellaneous Revenue	1,975	50,000	50,000
<b>TOTAL REVENUES</b>	<b>\$ 9,845,226</b>	<b>8,226,396</b>	<b>9,053,476</b>

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## COMMUNITY DEVELOPMENT – ADMINISTRATION PROGRAM SUMMARY

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### PROGRAM MANAGER – COMMUNITY DEVELOPMENT DIRECTOR

#### PROGRAM OVERVIEW

Administration is responsible for the management of the Community Development Department. This division provides leadership, policy development, administrative and technical support, career development, and training opportunities.

EMB/9/BUD/LHP-815-02 FY2013-14

**COMMUNITY DEVELOPMENT - ADMINISTRATION  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	2.75	2.75	2.75
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>
EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 328,218	347,107	357,812
Wages	876	0	0
Benefits	135,382	144,135	161,010
<b>TOTAL PERSONNEL</b>	<b>464,476</b>	<b>491,242</b>	<b>518,822</b>
Materials and Supplies	48,410	43,468	43,468
Maintenance and Operations	162	286	286
Utilities	0	0	0
Professional/Technical Srvcs	26,280	11,560	5,060
Other Expenses	18,225	25,365	25,365
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>93,077</b>	<b>80,679</b>	<b>74,179</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 557,553</b>	<b>571,921</b>	<b>593,001</b>
REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Service Charges	\$ 503	0	0
<b>TOTAL REVENUES</b>	<b>\$ 503</b>	<b>0</b>	<b>0</b>

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## NOTES

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## COMMUNITY DEVELOPMENT – PLANNING PROGRAM SUMMARY

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### PROGRAM MANAGER – ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR/PLANNING MANAGER

#### PROGRAM OVERVIEW

Planning participates in long-range local and regional planning activities and is responsible for all matters concerning the implementation of the Zoning Ordinance, including the issuance of use permits, variance requests, and planned-unit development permits. This division assembles community data; develops and maintains the City's General Plan, precise plans, and Zoning Ordinance; reviews and administers zone change proposals; provides primary staffing to the EPC; reviews private development projects for design and compliance with the Zoning Ordinance; is responsible for CEQA review and subdivision design; and provides information to the public on regulations, zoning codes, and development projects. This division provides information for private-sector businesses, investors, and developers considering locations in Mountain View, and participates in early discussions with people considering new development or uses in the City. The division also holds hearings on proposed projects through the Development Review Committee and the Zoning Administrator.

#### MAJOR PROGRAM CHANGES

- General Non-Operating Fund:

Housing Element Update (rebudget balance): \$155,000

Rebudgets the balance available for the mandated new Housing Element to be adopted by October 2014.

- Development Services Fund:

Senior Planner Position (limited-period): \$155,500

Provides funding for a Senior Planner position. The position will support the ongoing high level of development activity as well as provide enhanced support at the Development Services Counter.

Associate Planner Position (limited-period): \$143,600

Continuation of funding for an Associate Planner position. Due to eliminated position in past fiscal years, resources for counter coverage have been reduced to minimal levels, creating difficulty in providing excellent service to customers. This position improves customer service at the counter, increases the number of over-the-counter "One Stop" permits that can be issued, and potentially increases the counter hours.

Office Assistant I/II Position (limited-period): \$95,300

Continuation of funding for an Office Assistant I/II position. This position was eliminated in Fiscal Year 2003-04 as part of a budget reduction strategy. Given the increase in workload over the past several years, temporary staff is needed and

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## COMMUNITY DEVELOPMENT – PLANNING PROGRAM SUMMARY

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staff believes that continuing this position is critical to the overall operation of the department.

Congestion Management Agency Multimodal Plan (limited-period): \$50,000

Provides funding to prepare a Multimodal Plan. State law requires each county designate a county-wide body to act as a Congestion Management Agency and create a Congestion Management Program to guide transportation improvements along regional transportation routes throughout the county. Failure to complete a Multimodal Plan could result in a loss of gas tax revenues.

Legal Retainer (rebudget): \$20,000

Rebudgets funding for legal consultation for potential issues with the new Housing Element and land use law; the California Environmental Quality Act; the Valley Habitat Plan; and the El Camino, San Antonio, and East Whisman Precise Plans.

Precise Plans Noticings (limited-period): \$12,000

Continuation of funding for noticing for the El Camino Real, San Antonio, and East Whisman Precise Plans. The notices are mailed to the Precise Plan areas to notify residents of Study Sessions, Public Hearings, and neighborhood meetings.

- Shoreline Regional Park Community Fund:

Transportation Management Association (TMA) (limited-period and ongoing) \$85,000

Provides preliminary funding to join the Mountain View Transportation Management Association. The initial TMA membership fee is \$75,000 (limited-period). Membership in the TMA also obligates each member to pay annual fees. The minimum annual fee is \$10,000 but the precise fee has not yet been determined.

Legal Retainer (rebudget): \$10,000

Rebudgets funding for legal consultation for potential issues with the new Housing Element and land use law; the California Environmental Quality Act; the Valley Habitat Plan; and the North Bayshore Precise Plan.

Precise Plan Noticing (limited-period): \$6,000

Continuation of funding for noticing for the North Bayshore Precise Plan. The notices are mailed to the Precise Plan area to notify residents of Study Sessions, Public Hearings, and neighborhood meetings.

## COMMUNITY DEVELOPMENT - PLANNING PROGRAM SUMMARY

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	11	11	11
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>11</b> *1	<b>11</b> *2	<b>11</b> *3

\*1 In addition, there are two limited-period Senior Planner positions, one for the duration of the General Plan update, and one for the duration of the Google Reimbursement Agreement.

\*2 In addition, there is one limited-period Senior Planner position for the duration of the Google Reimbursement Agreement, there is 0.5 of a limited-period Asst/ Associate Planner position and 0.25 of a limited-period Office Assistant

\*3 In addition, there are two limited-period Senior Planner positions (one for the duration of the Google Reimbursement Agreement), a limited-period Asst/ Associate Planner position and a limited-period Office Assistant I/II position.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 1,121,424	1,278,555	1,670,384 *3
Wages	816	0	0
Benefits	483,890	520,792	557,600
<b>TOTAL PERSONNEL</b>	<b>1,606,130</b>	<b>1,799,347</b>	<b>2,227,984</b>
Materials and Supplies	3,828	9,500	9,500
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Svcs	481,602	221,892	231,892 *4
Other Expenses	50,961 *1	387,250 *2	328,000 *5
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>536,391</b>	<b>618,642</b>	<b>569,392</b>
Capital Outlay	0	35,000	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,142,521</b>	<b>2,452,989</b>	<b>2,797,376</b>

\*1 Includes limited-period expenditures for the Housing Element and a Planning Consultant for San Antonio Planning and Visioning.

\*2 Includes limited-period fundings of \$250,000 for the Housing Element, \$69,900 for 0.5 of an Asst/ Associate Planner position, \$30,000 for legal retainer, \$23,000 for 0.25 of an Office Assistant I/II position, and \$14,400 for precise plan noticings.

\*3 Includes limited-period fundings of \$155,500 for a Senior Planner position, \$143,600 for an Asst/ Associate Planner position, and \$95,300 for an Office Assistant I/II position.

\*4 Includes increased funding of \$10,000 for the Transportation Management Association.

\*5 Includes limited-period fundings of \$155,000 for the Housing Element (rebudget balance), \$75,000 for Transportation Management Association, \$50,000 for Congestion Management Agency Multimodal Plan, \$30,000 for legal retainer (rebudget), and \$18,000 for precise plan noticings.

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Licenses & Permits	\$ 142	0	0
General Service Charges	1,213,274	1,060,420	1,188,780
<b>TOTAL REVENUES</b>	<b>\$ 1,213,416</b>	<b>1,060,420</b>	<b>1,188,780</b>

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## NOTES

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## COMMUNITY DEVELOPMENT – ECONOMIC DEVELOPMENT PROGRAM SUMMARY

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### PROGRAM MANAGER – ECONOMIC DEVELOPMENT MANAGER

#### PROGRAM OVERVIEW

Economic Development is responsible for the City-wide economic development program. Economic Development staff serves as a primary contact and liaison with prospective new businesses that may need assistance in finding and developing an appropriate site. Another key function is retaining existing businesses by responding to situations where a business may need to expand or relocate. The program includes outreach efforts such as the corporate visitation program and regional economic development programs.

The Economic Development Division is also responsible for staffing the Downtown Committee and works closely with downtown businesses, property owners, and developers. The division is responsible for recruitment and retention of downtown businesses, the review of public and private projects in the downtown, coordination for the continued improvement and maintenance of the downtown, and for implementation of the Downtown Precise Plan.

#### MAJOR PROGRAM CHANGES

- General Non-Operating Fund:

Marketing Materials (rebudget): \$5,000

Rebudgets funding for marketing materials distributed as part of the corporate visitation program, as well as for visiting delegations, trade shows, and the Chamber of Commerce. The total funding of \$20,000 for materials is allocated between the General Non-Operating Fund, Shoreline Regional Park Community Fund, and the Downtown Benefit Assessment Districts Fund.

- Downtown Benefit Assessment Districts Fund:

Implement Parking Technology Solution (limited-period): \$100,000

Provides funding to implement parking information, monitoring, and/or enforcement technologies as determined through the Downtown Parking Technology Study. This is a placeholder pending the completion of the study and direction from the Downtown Committee and City Council.

Third Parking Structure Feasibility Study (limited-period): \$75,000

Provides funding to begin a study to identify a potential location for a third parking structure or evaluate other alternatives to increase available parking in the downtown area.

Part-Time Police Assistant: \$32,000

Provides continued funding (added midyear) for a part-time Police Assistant to increase downtown parking enforcement efforts.

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## COMMUNITY DEVELOPMENT – ECONOMIC DEVELOPMENT PROGRAM SUMMARY

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PG&E Cost Increase: \$13,200

Provides increased funding for PG&E's rate increases.

Downtown Parking Technology Improvements (rebudget balance): \$11,000

Rebudgets the balance available to study and implement downtown parking technology improvements.

Marketing Materials (rebudget): \$5,000

Rebudgets funding for marketing materials distributed as part of the corporate visitation program, as well as for visiting delegations, trade shows, and the Chamber of Commerce. The total funding of \$20,000 for materials is allocated between the General Non-Operating Fund, Shoreline Regional Park Community Fund, and the Downtown Benefit Assessment Districts Fund.

- Shoreline Regional Park Community Fund:

Marketing Materials (rebudget): \$10,000

Rebudgets funding for marketing materials distributed as part of the corporate visitation program, as well as for visiting delegations, trade shows, and the Chamber of Commerce. The total funding of \$20,000 for materials is allocated between the General Non-Operating Fund, Shoreline Regional Park Community Fund, and the Downtown Benefit Assessment Districts Fund.

Property Tax Consulting Services: \$900

Provides funding for property tax consulting services. The total contract was increased in Fiscal Year 2013-14 from \$12,600 to \$14,400. The total cost of the contract is shared between the General Operating Fund and the Shoreline Community Fund.

EMB/9/BUD/LHP-815-04 FY2014-15

**COMMUNITY DEVELOPMENT - ECONOMIC DEVELOPMENT  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	2.50	2.50	2.50
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 186,591	286,301	273,192
Wages	33,529	0	32,000 *4
Benefits	111,857	127,034	132,319
<b>TOTAL PERSONNEL</b>	<b>331,977</b>	<b>413,335</b>	<b>437,511</b>
Materials and Supplies	3,679	11,500	11,500
Maintenance and Operations	20,505	70,000	70,000
Utilities	62,623	61,300	74,500 *5
Professional/Technical Svcs	69,130	123,600 *2	124,500 *6
Other Expenses	41,308 *1	75,370 *3	211,370 *7
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>197,245</b>	<b>341,770</b>	<b>491,870</b>
Capital Outlay	0	0	0
Interfund Expenditures	108,400	108,400	108,400
<b>TOTAL EXPENDITURES</b>	<b>\$ 637,622</b>	<b>863,505</b>	<b>1,037,781</b>

\*1 Includes limited-period expenditure for outside services related to the Franklin/Villa land exchange for Thursday Night Live events.

\*2 Includes increased funding of \$2,100 for property tax consulting services.

\*3 Includes limited-period fundings of \$50,000 for downtown parking technology improvements and \$20,000 for marketing materials.

\*4 Includes increased funding of \$32,000 for a part-time Police Assistant.

\*5 Includes increased funding of \$13,200 for PG&E cost increases.

\*6 Includes increased funding of \$900 for property tax consulting services.

\*7 Includes limited-period fundings of \$100,000 for Parking Technology Solution, \$75,000 for Third Parking Structure Feasibility Study, \$20,000 for marketing materials (rebudget), and \$11,000 for downtown parking technology improvements (rebudget balance).

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Licenses & Permits	\$ 167,406	154,000	316,100
Rents & Leases	7,500	0	0
General Service Charges	157,966	158,606	158,606
<b>TOTAL REVENUES</b>	<b>\$ 332,872</b>	<b>312,606</b>	<b>474,706</b>

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## NOTES

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## COMMUNITY DEVELOPMENT – NEIGHBORHOOD PRESERVATION PROGRAM SUMMARY

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### PROGRAM MANAGER – ADMINISTRATIVE AND NEIGHBORHOOD SERVICES MANAGER

#### PROGRAM OVERVIEW

Neighborhood Preservation handles a variety of neighborhood and housing-related issues, including affordable housing information, the Below-Market-Rate (BMR) housing program, a volunteer mediation program for neighborhood and tenant/landlord disputes, and other activities that support a variety of housing opportunities and promote quality neighborhoods. It is also responsible for staffing the Council Neighborhoods Committee that holds neighborhood meetings throughout the City.

This division also administers the Community Development Block Grant (CDBG) and HOME Federal funds allocated to the City by the U.S. Department of Housing and Urban Development (HUD). These grant funds benefit primarily low- and moderate-income citizens by funding affordable housing projects and community services and improvements.

#### MAJOR PROGRAM CHANGES

- General Non-Operating Fund:

Employee Homebuyers Program Administration (rebudget): \$5,000

Rebudgets funding for materials and services related to the Employee Homebuyers Program.

- Below-Market-Rate (BMR) Fund:

Employee Homebuyers Program Loans (rebudget): \$1,000,000

Rebudgets funding for the Employee Homebuyers Program approved by Council during Fiscal Year 2008-09. This funding will only be available to employees that meet the median household income requirement.

NOFA Predevelopment (rebudget balance): \$65,100

Rebudgets the balance available for predevelopment costs related to NOFA projects.

Consolidated Plan (Fiscal Year 2015-16 to Fiscal Year 2019-20) (limited-period): \$60,000

Provides funding for the preparation of the Consolidated Plan for Fiscal Years 2015-16 to 2019-20 as required by the U.S. Office of Housing and Urban Development (HUD).

NOFA Legal Assistance (limited-period): \$60,000

Provides funding for outside legal assistance with NOFA projects.

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## COMMUNITY DEVELOPMENT – NEIGHBORHOOD PRESERVATION PROGRAM SUMMARY

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NOFA for Affordable Housing Project (rebudget): \$36,000

Rebudgets funding to begin a new NOFA process. The funding will be used for facilitators at neighborhood meetings, financial consultants for a budget analysis of NOFA proposals, and studies on unique site issues such as an historic resources analysis.

Palo Alto Housing Corporation: \$35,000

Provides funding for the Palo Alto Housing Corporation to assist the City in administering the BMR program.

Employee Homebuyers Program Administration (rebudget): \$20,000

Rebudgets funding for materials and services related to the Employee Homebuyers Program.

Homeless Census Count (limited-period): \$6,000

Provides funding for a homeless census organized by the County.

EMB/9/BUD/LHP-815-06 FY2014-15

**COMMUNITY DEVELOPMENT - NEIGHBORHOOD PRESERVATION  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	3.50	3.50	3.50
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>
EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 320,735	442,377	455,593
Wages	477	0	0
Benefits	140,751	178,619	184,701
<b>TOTAL PERSONNEL</b>	<b>461,963</b>	<b>620,996</b>	<b>640,294</b>
Materials and Supplies	21,909	33,603 *2	45,033
Maintenance and Operations	0	65	65
Utilities	0	0	0
Professional/Technical Svcs	336,179	1,014,544	2,072,846 *4
Other Expenses	402,644 *1	2,432,368 *3	1,289,142 *5
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>760,732</b>	<b>3,480,580</b>	<b>3,407,086</b>
Capital Outlay	0	0	0
Interfund Expenditures	153,198	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,375,893</b>	<b>4,101,576</b>	<b>4,047,380</b>

\*1 Includes limited-period expenditures for Notice of Funding Availability (NOFA) pre-development and administration, for a housing fee study, for outside legal assistance with NOFA projects, for the Consolidated Plan, and for a homeless census.

\*2 Includes increased funding of \$14,400 for notices for neighborhood meetings.

\*3 Includes limited-period fundings of \$1.2 million for the First Community Housing project contingency funding (rebudget), \$1.0 million for the employee homebuyer program (rebudget), \$104,000 for NOFA pre-development (rebudget balance), \$36,000 for NOFA affordable housing projects, \$20,400 for the Consolidated Plan (rebudget), \$25,000 for the employee homebuyer program administration (rebudget), and \$10,000 for outside legal assistance (rebudget).

\*4 Includes increased fundings of \$35,000 for the Palo Alto Housing Corporation and CDBG funding.

\*5 Includes limited-period fundings of \$1.0 million for the employee homebuyer program (rebudget), \$65,100 for NOFA pre-development (rebudget balance), \$60,000 for the Consolidated Plan, \$60,000 for NOFA outside legal assistance, \$36,000 for NOFA affordable housing projects (rebudget), \$25,000 for the employee homebuyer program administration (rebudget), and \$6,000 for homeless census count.

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Rents & Leases	\$ 14,400	17,570	3,170
Federal Intergovernmental Revenue	1,638,003	720,000	720,000
Miscellaneous Revenue	1,087	50,000	50,000
<b>TOTAL REVENUES</b>	<b>\$ 1,653,490</b>	<b>787,570</b>	<b>773,170</b>

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## COMMUNITY DEVELOPMENT – BUILDING INSPECTION PROGRAM SUMMARY

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### PROGRAM MANAGER – CHIEF BUILDING OFFICIAL

#### PROGRAM OVERVIEW

The Building Division, which includes new construction fire prevention functions, along with the Planning Division, helps provide the community a true “one-stop” service for development-related activities. The division is primarily responsible for the review of all building construction-related applications for conformance to the adopted Uniform Building Code and Municipal Code to ensure safe and habitable structures within the City. The Building Division inspection services help to ensure conformance to the adopted codes and adherence to the approved construction plans. Building staff is also a valuable resource to the community and City staff for building, fire, plumbing, electrical, mechanical, State, and Federal-related code questions, interpretations, and guidance.

#### MAJOR PROGRAM CHANGES

- Development Services Fund:

One-Stop Permit Center Architectural Study (rebudget):	\$75,000
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Rebudgets funding for an architectural study of the feasibility of a one-stop permit center.

Services and Supplies:	\$5,000
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Provides funding for additional services and supplies necessitated by the high levels of development activity and the addition of staff members.

EMB/9/BUD/LHP-815-07 FY2014-15

## COMMUNITY DEVELOPMENT - BUILDING INSPECTION PROGRAM SUMMARY

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	12.25	14.25 *2	14.25
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>12.25 *1</b>	<b>14.25 *1/3</b>	<b>14.25 *1</b>

\*1 In addition, there are two Fire Protection Engineer positions budgeted in the Fire Department, but located in the Building Inspection Division.

\*2 Added one Plan Check Engineer position and one Assistant Building Inspector position.

\*3 In addition there is 0.5 of a limited-period Asst/ Associate Planner position and 0.75 of a limited-period Office Assistant I/II position.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 937,936	1,463,734 *1	1,355,320
Wages	29,769	0	0
Benefits	488,810	619,919	631,217
<b>TOTAL PERSONNEL</b>	<b>1,456,515</b>	<b>2,083,653</b>	<b>1,986,537</b>
Materials and Supplies	21,596	29,500	34,500 *4
Maintenance and Operations	34,589	42,000	42,000
Utilities	1,706	20,000	20,000
Professional/Technical Svcs	1,593,549	2,105,000 *2	2,105,000
Other Expenses	8,462	91,355 *3	88,855 *5
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>1,659,902</b>	<b>2,287,855</b>	<b>2,290,355</b>
Capital Outlay	15,512	68,000	35,000
Interfund Expenditures	14,791	21,600	22,200
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,146,720</b>	<b>4,461,108</b>	<b>4,334,092</b>

\*1 Includes limited-period fundings of \$69,900 for 0.5 of an Asst/ Associate Planner position and \$68,900 for 0.75 of an Office Assistant I/II position.

\*2 Includes reduced funding of \$250,000 for inspection contracts.

\*3 Includes limited-period fundings of \$75,000 for a One Stop Permit Center architectural study (rebudget) and \$2,500 for miscellaneous supplies for remodel (rebudget).

\*4 Includes increased funding of \$5,000 for services and supplies.

\*5 Includes limited-period funding of \$75,000 for a One Stop Permit Center architectural study (rebudget).

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Licenses & Permits	\$ 4,187,401	3,955,700	4,498,220
General Service Charges	2,456,656	2,110,100	2,118,600
Miscellaneous Revenue	888	0	0
<b>TOTAL REVENUES</b>	<b>\$ 6,644,945</b>	<b>6,065,800</b>	<b>6,616,820</b>

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## NOTES

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# PUBLIC WORKS DEPARTMENT

PUBLIC WORKS DIRECTOR\*  
(Michael A. Fuller)

TRANSPORTATION AND BUSINESS SERVICES	ENGINEERING	FLEET AND FACILITIES	PUBLIC SERVICES
1 Transportation and Business Manager (Linda Forsberg) <u>Administration</u> 1 Admin. Analyst I/II 1 Secretary 1 Office Assistant III 0.5 Office Assistant I/II <u>Transportation Management</u> 1 Transportation Planner 1 Mobility Coordinator (Limited-Period) <u>Property Management</u> 1 Real Property Program Administrator <u>Solid Waste</u> 1 Solid Waste Program Manager 1 Senior Admin. Analyst 1 Admin. Analyst I/II <u>Environmental Sustainability</u> 1 Environmental Sustainability Coordinator	1 Assistant Public Works Director (Jacqueline Andrews Solomon) <u>Construction Engineering</u> 1 Principal Civil Engineer 1 Senior Civil Engineer 1 Junior/Assistant/Associate Engineer 1 Junior/Assistant/Assoc. Engineer (Limited-Period) 1 Senior PW Inspector 1 PW Inspector I/II <u>Capital Projects</u> 1 Principal Civil Engineer 2.5 Senior Civil Engineer 2 Senior Project Mgr. 2 Junior/Assistant/Associate Engineer 0.5 Project Manager 0.25 Project Manager (Limited-Period) <u>Traffic Engineering</u> 1 Traffic Engineer 1 Senior Civil Engineer 1 Junior/Assistant/Assoc. Engineer (Limited-Period) <u>Land Development</u> 1 Principal Civil Engineer 2 Senior Civil Engineer 1 Senior Civil Engineer (limited period)** 2 Junior/Assistant/Associate Engineer 1 Junior/Assistant/Assoc. Engineer (Limited-Period) 1 Engineering Asst I/II	1 Fleet and Facilities Manager (Scott Estes) <u>Facilities Maintenance</u> 1 Facilities Maintenance Supervisor 1 Facilities Contract Coordinator 2 Facilities Maintenance Worker III 2 Facilities Maintenance Worker I/II 1 Program Assistant <u>Fleet Services</u> 1 Equipment Maintenance Supervisor 2 Equipment Mechanic III 3 Equipment Mechanic I/II 1 Equipment Service Worker 1 Program Assistant	1 Asst. Public Works Director (Gregg Hosfeldt) <u>Safety/Administration</u> 1 Safety & Training Admin. 1 Senior Admin. Analyst 0.5 Streets Technician 1 Secretary 3 Office Assistant III <u>Engineering &amp; Envir. Compliance</u> 1 Principal Civil Engineer 2 Senior Civil Engineer 1 Facilities Project Manager 1 Environ. Compliance Spec. 1 Systems Coordinator/Tech. <u>Utilities Management</u> 1 Utilities Svcs. Manager <u>Utility Systems</u> 1 Utilities Systems Supervisor 1 Utilities Systems Specialist 1 Utilities Electrician 2 Sr. Utilities Systems Tech. <u>Water Meters</u> 1 Water Meter Supervisor 1 Cross-Connection Ctrl. Spec. 1 Meter Service Worker III 3 Water Utility Worker I/II <u>Water Distribution</u> 1 Water Supervisor 1 Water Conservation Coord. 1 Water Resources Tech. 1 Water Quality Technician 2 Sr. Water System Operator 2 Water System Operator 1 Utilities Inspector/Locator 1 Heavy Equipment Operator 2 Water Utility Worker III 3 Water Utility Worker I/II <u>Wastewater</u> 1 Wastewater Supervisor 2 Wastewater Utility Wrkr. III 5 Wastewater Utility Wrkr. I/II <u>Streets Maintenance</u> 0.5 Streets & Landfill Closure Mgr. 1 Streets Supervisor 1 Street Lighting Technician 1 Heavy Equipment Operator 3 Streets Maint. Worker III 4 Streets Maint. Worker I/II 2 Street Sweeper Operator <u>Landfill Maintenance</u> 0.5 Streets & Landfill Closure Mgr. 1 Postclosure Supervisor 2 Postclosure Envir Sys Spec 2 Sr. Postclosure Envir Sys Tech 1 Heavy Equipment Specialist

FISCAL YEAR 2014-15 POSITION TOTALS: 115.0 Full-Time  
2.0 Regular Part-Time  
5.25 Limited-Period

\* This position also acts in the capacity of City Engineer.

\*\* One limited-period Senior Civil Engineer position has been approved for the duration of the Google Reimbursement Agreement.

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## NOTES

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## PUBLIC WORKS DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – PUBLIC WORKS DIRECTOR

#### DEPARTMENT MISSION STATEMENT

Plan, design, review, construct, operate, maintain, and improve the City's infrastructure, facilities, utilities, property, and equipment.

#### DEPARTMENT OVERVIEW

The Public Works Department plans, designs, reviews, constructs, operates, maintains, and improves the City's infrastructure, facilities, utilities, property, and equipment; administers the City's Solid Waste Management, Environmental Sustainability, Real Estate Management, and Grant programs; provides traffic engineering and transportation planning services; and permits private developments in the public right-of-way.

#### DEPARTMENT FUNCTIONS

- Represent the City's interest in local and regional public works studies and projects, and encourage the highest design and environmental quality in public and private improvements.
- Manage the City's participation in the National Flood Insurance Program.
- Manage the acquisition, lease, and disposal of City real property.
- Meet State-mandated solid waste landfill diversion goals by maximizing commercial and residential recycling. (M 1)
- Represent the City in matters relating to, and provide for, solid waste collection and disposal.
- Manage the implementation of the City's Environmental Sustainability Program and efforts to reduce greenhouse gas (GHG) emissions.
- Manage and implement the City's annual Capital Improvement Program. (M 2, 3)
- Ensure the design and construction of programmed capital projects remain on schedule and within budget. (M 3)
- Review, evaluate, and regulate private and public development and construction in conformance with the City's General Plan, ordinances, and policies. (M 4, 5)
- Provide for safe, efficient, and convenient circulation of vehicle, bicycle, and pedestrian traffic within the community.
- Maintain traffic-related records, conduct surveys, and perform studies as necessary for analysis of traffic problems, and develop and implement mitigation measures when appropriate.
- Manage the City's facilities maintenance and improvement efforts to ensure safe and aesthetically pleasing facilities, and provide project management and contract administration services. (M 7)

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## PUBLIC WORKS DEPARTMENT SUMMARY

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- Maintain and assist in the procurement of the City's vehicle and equipment fleet. (M 8, 9)
- Manage occupational safety programs and practices in the Public Works and Community Services Departments.
- Operate and maintain the recycled water supply and distribution system.
- Operate and maintain wastewater collection and discharge systems. (M 10, 11)
- Represent the City in regional transportation issues and congestion management planning.
- Continue to monitor regional transportation projects and coordinate with local, regional, and State transportation agencies.
- Review maps and plans of proposed private developments and assist developers, consultants, engineers, and the public in complying with the City's conditions of approval for private developments.
- Manage the processing of private developments, utility company projects, and encroachment and excavation permits.
- Manage the City's water purchases and consumption to meet State water conservation goals and supply contract minimum purchase requirements.
- Operate and maintain the City's potable water supply system. (M 12, 13)
- Maintain public streets, sidewalks, parking lots, streetlight systems, and traffic-control measures, including traffic signals. (M 6)
- Operate and maintain the landfill cap, gas, and leachate collection systems, gas wells, flare station, and landfill gas-fueled microturbines. (M 14)
- Manage shopping cart collection and graffiti abatement activities.
- Continue providing landscaping selection assistance, irrigation Best Management Practices guidance, and on-site support to recycled water system customers.

### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2014-15

*(Items in **bold** are tied to Fiscal Years 2013-14 and 2014-15 Major Council Goals; items in **bold italics** are new goals for Fiscal Year 2014-15)*

- **Modify Castro Street between El Camino Real and Miramonte Avenue.**
- **Implement the Safe Routes to School Education Program at local schools.**
- **Update the Bicycle Transportation Plan.**
- **Complete the Shoreline Transit Corridor Feasibility Study.**

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## PUBLIC WORKS DEPARTMENT SUMMARY

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- Study options to improve the bicycle and pedestrian environment along California Street and Escuela Avenue.
- Resurface segments of Rengstorff Avenue, Old Middlefield Way, and Charleston Road and install new bike lanes on Charleston Road.
- Install pedestrian-safety improvements at three South Shoreline Boulevard crosswalks.
- As time and resources permit, consider other bicycle- and pedestrian-mobility improvements that are low cost and easily implementable.
- Evaluate the feasibility of extending the Permanente Creek Trail from Rock Street to West Middlefield Road.
- *Design the extension of Permanente Creek Trail from Rock Street to West Middlefield Road in conjunction with the Community Services Department.*
- *Construct Permanente Creek Trail crossings at Amphitheatre Parkway.*
- *Initiate a green bike lane pilot project.*
- *Initiate a study on greater access to bulk transit passes for residents.*
- *Initiate a study for a City-wide community shuttle.*
- *Initiate a feasibility study of the Caltrain corridor.*
- Support the Moffett Gateway development project.
- Begin construction of the Shoreline Sports Complex in conjunction with the Community Services Department.
- Complete renovation of The View (Teen Center) property in conjunction with the Community Services Department.
- Develop projects for the Rengstorff Park Master Plan in conjunction with the Community Services Department.
- Begin the community outreach process for the design of 771 North Rengstorff Avenue in conjunction with the Community Services Department.
- Continue to monitor and participate in the Santa Clara Valley Water District's Permanente Creek flood protection project (including the McKelvey Park/Ball Field) with support from the Community Services Department.
- Support the Community Services Department and Mountain View Whisman School District on the Crittenden Field project as it relates to the upcoming Crittenden School Master Plan improvements.
- Begin the design phase of the project to enhance the Children's area of the Library in conjunction with the Library Services Department.

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## PUBLIC WORKS DEPARTMENT SUMMARY

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- Continue North Bayshore Area sanitary sewer salinity reduction efforts.
- Continue to evaluate strategies to leverage City-owned properties (including downtown) and to acquire other properties to accomplish City objectives.
- Provide support in the coordination of private development projects, including, but not limited to:
  - North Bayshore and South Whisman Area Developments
  - East Whisman
  - San Antonio Shopping Center
  - Charleston East
  - El Camino Real Developments
  - Downtown Developments
- Continue to monitor opportunities to expand the City's recycled water distribution system.
- Complete the community-wide climate protection road map and government operations Climate Action Plan.

### PERFORMANCE/WORKLOAD MEASURES

	2011-12 Actual	2012-13 Actual	2013-14 Target	2013-14 6 Months	2014-15 Target
<b>Transportation and Business Services:</b>					
1. Pounds of disposed waste per person per day	3.8	3.7	<7.8	3.9	<7.8
<b>Engineering:</b>					
2. Percent of construction projects completed with less than 10.0% time increase over the original contract award	100%	95%	>85%	100%	>85%
3. For Capital Improvement Projects, the percentage of times the low bid is within 25.0% of the Engineer's Estimate	82%	100%	>75%	100%	>75%
4. Percent of time all tentative maps and private development applications are reviewed within the departmental standard review time	83% <sup>(A)</sup>	88% <sup>(B)</sup>	>85%	76% <sup>(C)</sup>	>85%
5. Percent of time building plans are reviewed within the departmental standard review time		New for FY 13-14	>90%	98%	>90%
6. Pavement condition index for asphalt (Metropolitan Transportation Commission rating scale of 0-100, 70-100 being very good)	73	72 <sup>(D)</sup>	>75	72 <sup>(D)</sup>	>75

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## PUBLIC WORKS DEPARTMENT SUMMARY

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	2011-12 Actual	2012-13 Actual	2013-14 Target	2013-14 6 Months	2014-15 Target
<b>Fleet and Facilities:</b>					
7. Percent of Facilities Division work orders completed in 30 days or less	79% <sup>(E)</sup>	76% <sup>(E)</sup>	>85%	86%	>85%
8. Fleet vehicles per mechanic	62	62	>55	62	>55
9. Percent of time frontline fleet units are available (Public Services and Community Services field vehicles)	98%	98%	>90%	97%	>90%
<b>Public Services:</b>					
10. Number of feet of sewer mains cleaned	675,215 <sup>(F)</sup>	731,275 <sup>(F)</sup>	>550,000	436,546 <sup>(F)</sup>	>550,000
11. Total number of sanitary sewer overflows	0	2	<6	1	<6
12. Total number of water main breaks	6 <sup>(G)</sup>	6 <sup>(G)</sup>	<6	6 <sup>(G)</sup>	<6
13. Total number of water quality reportable events	0	5	<20	1	<20
14. Total number of air and/or water quality reportable events at the closed landfills	1	0	<4	0	<4

(A) There were 182 out of 219 projects reviewed within the standard review time.

(B) There were 370 out of 406 building plan sets, 229 out of 234 excavation permits, and 250 out of 320 planning commentaries reviewed within the standard review time.

(C) There were 114 out of 129 excavation permits and 114 out of 170 planning commentaries reviewed within the standard review time.

(D) Street improvements completed during Fiscal Year 2012-13 have been added into the reporting system and are reflected in the index beginning with the first six-month period of Fiscal Year 2013-14.

(E) Vacant positions contributed to a below-average work order response time.

(F) The Wastewater Operation being fully staffed, as well as minimal rain during the fiscal year, resulted in increased focus on sanitary sewer main cleaning.

(G) The water main breaks occurred on aging pipes.

GAH/9/BUD/LHP-761-01 FY2014-15

**PUBLIC WORKS  
DEPARTMENT SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Public Works Director	1	1	1
Assistant Public Works Director	2	2	2
Transportation and Business Manager	1	1	1
Fleet and Facilities Manager	1	1	1
Utilities Services Manager	1	1	1
Streets and Landfill Closure Manager	1	1	1
Solid Waste Program Manager	1	1	1
Principal Civil Engineer	4	4	4
Senior Civil Engineer	8.50	8.50	8.50
Senior Project Manager	2	2	2
Transportation Planner	1	1	1
Traffic Engineer	1	1	1
Project Manager	0.50	0.50	0.50
Facilities Project Manager	1	1	1
Water Conservation Coordinator	1	1	1
Real Property Program Administrator	1	1	1
Safety and Training Administrator	1	1	1
Environmental Sustainability Coordinator	1	1	1
Senior Administrative Analyst	2	2	2
Postclosure Supervisor	1	1	1
Utilities Systems Supervisor	1	1	1
Water Meters Supervisor	1	1	1
Water Supervisor	1	1	1
Wastewater Supervisor	1	1	1
Streets Supervisor	1	1	1
Equipment Maintenance Supervisor	1	1	1
Facilities Maintenance Supervisor	1	1	1
Facilities Contract Coordinator	1	1	1
Jr/ Asst/ Associate Engineer (Civil)	4	5 *2	5
Administrative Analyst I/II	2	2	2
Environmental Compliance Specialist	1	1	1
Utility Systems Specialist	1	1	1
Postclosure Environmental Systems Specialist	2	2	2
Utilities Electrician	1	1	1
HVAC Technician	1	1	0 *5
Water Quality Technician	1	1	1
Senior Public Works Inspector	1	1	1
Senior Water System Operator	2	2	2
Senior Utilities Systems Technician	2	2	2
Senior Postclosure Environmental Systems Tech	2	2	2
Street Lighting Technician	1	1	1
Engineering Assistant I/II	1	1	1
Heavy Equipment Specialist	1	1	1
SUBTOTAL REGULAR	64	65	64

**PUBLIC WORKS  
DEPARTMENT SUMMARY**

POSITIONS CONTINUED	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Balance Forward	64	65	64
Water Resource Technician	1	1	1
Water System Operator	2	2	2
Cross-Connection Cntrl Specialist	1	1	1
Public Works Inspector I/II	1	1	1
Utilities Inspector/Locator	1	1	1
Heavy Equipment Operator	2	2	2
Facilities Maintenance III	1	1	2 *5
Facilities Maintenance I/II	2	2	2
Equipment Mechanic III	2	2	2
Equipment Mechanic I/II	3	3	3
Equipment Service Worker	1	1	1
Streets Maintenance Worker III	3	3	3
Streets Maintenance Worker I/II	4	4	4
Streetsweeper Operator	2	2	2
Meter Service Worker III	1	1	1
Water Utility Worker III	2	2	2
Water Utility Worker I/II	6	6	6
Wastewater Utility Worker III	2	2	2
Wastewater Utility Worker I/II	5	5	5
Customer Service Technician	1	0 *3	0
Systems Coordinator/Technician	1	1	1
Streets Technician	0	0.50 *3	0.50
Program Assistant	2	2	2
Secretary	2	2	2
Office Assistant III	4	4	4
Office Assistant I/II	0.50	0.50	0.50
TOTAL REGULAR	116.50	117	117
TOTAL PART-TIME HOURLY	1.12	1.12	1.12
<b>TOTAL POSITIONS</b>	<b>117.62 *1</b>	<b>118.12 *4</b>	<b>118.12 *6</b>

\*1 In Addition there is a 0.50 limited-period Senior Civil Engineer position for the duration of the Google Reimbursement Agreement

\*2 Added one Jr/ Asst/ Associate Civil Engineer.

\*3 Reclassified one full-time Customer Service Technician position to a half-time Streets Technician.

\*4 In addition there is a 0.50 limited-period Senior Civil Engineer position for the duration of the Google Reimbursement Agreement and a limited-period Jr/ Asst/ Associate Civil Engineer position.

\*5 Reclassified an HVAC Technician position to a Facilities Maintenance III position.

\*6 In addition there is a limited-period Senior Civil Engineer position for the duration of the Google Reimbursement Agreement, a limited-period Mobility Coordinator position, three limited-period Jr/ Asst/ Associate Civil Engineer positions, and a limited-period 0.25 FTE Project Manager position.

**PUBLIC WORKS  
DEPARTMENT SUMMARY**

DEPARTMENT PROGRAMS	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Public Works Administration	\$ 773,169	832,028	861,848
Transportation and Business	8,217,551	8,938,955	9,190,890
Engineering	2,360,483	2,830,764	3,441,444
Fleet and Facilities	4,752,840	5,207,158	5,397,695
Public Services	34,319,848	34,789,837	37,711,071
<b>TOTAL EXPENDITURES</b>	<b>\$ 50,423,891</b>	<b>52,598,742</b>	<b>56,602,948</b>

EXPENDITURE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries Wages and Benefits	\$ 14,305,471	16,031,123	17,439,051
Supplies and Other Services	35,316,194	35,737,619	38,333,097
Capital Outlay	53,732	3,000	0
Interfund Expenditures	748,494	827,000	830,800
<b>TOTAL EXPENDITURES</b>	<b>\$ 50,423,891</b>	<b>52,598,742</b>	<b>56,602,948</b>

FUNDING SOURCES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Operating	\$ 7,914,937	8,475,060	7,989,783
General Non-Operating	10,610	181,762	362,812
Building/Development Services	0	158,875	1,427,722
Grants	58,140	0	0
Shoreline Regional Park Community	546,197	739,301	807,993
Water	19,888,490	19,401,614	21,911,155
Wastewater	10,414,908	11,001,497	11,271,265
Solid Waste	9,548,754	10,450,318	10,604,910
Equipment Maintenance and Replacement	2,041,855	2,190,315	2,227,308
<b>TOTAL FUNDING</b>	<b>\$ 50,423,891</b>	<b>52,598,742</b>	<b>56,602,948</b>

## PUBLIC WORKS DEPARTMENT SUMMARY

REVENUE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Licenses & Permits	\$ 637,347	472,940	479,000
Rents & Leases	162,233	101,067	131,611
State Intergovernmental Revenue	192,939	155,000	135,000
Federal Intergovernmental Revenue	58,140	0	0
General Service Charges	854,196	544,850	907,452
Water Service Charges	24,224,249 *1	24,145,173 *4	26,728,017 *8
Wastewater Service Charges	13,949,325 *2	14,518,355 *5	15,246,596 *6
Recycled Water Charges	523,891 *3	600,000 *6	600,000 *8
Refuse Service Charges	11,152,545 *3	11,356,368 *7	11,835,079 *9
Water Main Extensions	82,024	5,000	5,000
Wastewater Main Extensions	82,783	30,000	30,000
Miscellaneous Revenue	869,692	461,000	476,000
Equipment Maintenance Charges	2,166,024	2,454,200	2,509,900
Interfund Revenue Transfers	53,400	53,400	53,400
<b>TOTAL REVENUE</b>	<b>\$ 55,008,788</b>	<b>54,897,353</b>	<b>59,137,055</b>

\*1 Includes rate increase of 8%.

\*2 Includes rate increase of 5.5%.

\*3 Includes rate increase of 3%.

\*4 Includes rate restructuring and rate increase of 9%.

\*5 Includes rate restructuring and rate increase of 7%.

\*6 Includes rate increase of 4%.

\*7 Includes an average rate increase of 7%.

\*8 Includes rate increase of 7% for average cost of water and 2.4% increase for recycled water and meter rates.

\*9 Includes an average rate increase of 2%.

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## **PUBLIC WORKS – ADMINISTRATION PROGRAM SUMMARY**

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### **PROGRAM MANAGER – PUBLIC WORKS DIRECTOR**

#### **PROGRAM OVERVIEW**

Administration is responsible for management of the department. This division provides leadership, policy development, administrative and technical support, career development, and training opportunities.

GAH/9/BUD/LHP-761-02 FY2014-15

**PUBLIC WORKS - ADMINISTRATION  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	3	3	3
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>
EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 547,285	590,303	604,135
Wages	0	0	0
Benefits	196,131	211,295	227,283
<b>TOTAL PERSONNEL</b>	<b>743,416</b>	<b>801,598</b>	<b>831,418</b>
Materials and Supplies	21,719	21,400	21,400
Maintenance and Operations	1,483	850	850
Utilities	120	345	345
Professional/Technical Svcs	0	2,500	2,500
Other Expenses	4,791	5,335	5,335
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>28,113</b>	<b>30,430</b>	<b>30,430</b>
Capital Outlay	1,640	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 773,169</b>	<b>832,028</b>	<b>861,848</b>

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## NOTES

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## PUBLIC WORKS – TRANSPORTATION AND BUSINESS SERVICES PROGRAM SUMMARY

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### PROGRAM MANAGER – TRANSPORTATION AND BUSINESS MANAGER

#### PROGRAM OVERVIEW

Transportation Management reviews, analyzes, and evaluates City and regional transportation issues, studies, programs, and policies that impact the City, developing recommendations for improvements. Transportation Management is the liaison and advocate for City positions with County, regional, and State agencies involved in transportation planning and provides support to the Council Transportation Committee, Council Rail Corridor Committee, and the Bicycle/Pedestrian Advisory Committee. This section is also responsible for developing operating and capital budgets and financial reports, contract management, grant applications and monitoring, and providing clerical support to Public Works Department operations at City Hall.

Property Management manages appraisals, sales, and acquisitions of City property.

Solid Waste Management develops and implements residential/commercial waste reduction and recycling programs and manages waste disposal and SMaRT® Station recycling contracts.

Environmental Sustainability develops and manages community-wide and City facility and operations programs to reduce greenhouse gases and create a sustainable community.

#### MAJOR PROGRAM CHANGES

- General Non-Operating Fund:

Mobility Coordinator Position (limited-period):	\$150,000
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Provides funding for a new Mobility Coordinator position. This is intended to be a two-year, limited-period position to focus on furthering the Council goal to “Improve Bicycle and Pedestrian Mobility.” This new position would provide expertise in developing policies, guidelines, and projects; support the B/PAC; and provide input on private development projects. It will also free up some staff resources in Traffic Engineering and Transportation to focus on other priorities. A portion (\$50,000) of the annual funding is proposed to be funded from the recently provided Google Bike & Pedestrian grant.

Wind Down of Energy Upgrade Mountain View (limited-period):	\$35,000
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Provides funding for a six-month extension of the program through December 31, 2014. The goal would be to sign up 200 new program participants and an additional reduction of 168,000 pounds of greenhouse gas (GHG) emissions. This program was originally funded by a Federal grant to December 31, 2012, and extended through Fiscal Year 2013-14 with limited-period funding.

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## PUBLIC WORKS – TRANSPORTATION AND BUSINESS SERVICES PROGRAM SUMMARY

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Community Choice Aggregation (limited-period): \$30,000

Provides funding to undertake a Community Choice Aggregation (CCA) feasibility study. A presentation about the possible formation of a CCA District by Santa Clara County cities was made at the March 2014 Cities Association Board meeting. California State law allows cities and counties to pool their residential, business, and municipal electricity loads and to purchase and/or generate power on their behalf through the formation of a Joint Powers Agreement (JPA) or special district, or CCA. Energy transmission, distribution, repair, and customer service functions remain with the local utility.

Undertaking a CCA feasibility study, at a projected cost of \$60,000 to be shared by interested jurisdictions, has been briefly discussed by agency representatives. The cost per agency would depend on the number of participants. This provides placeholder funding, not to exceed \$30,000, for the City to participate in the feasibility study.

Environmental Sustainability Program (rebudget balance): \$17,300

Rebudgets the balance available for materials, supplies, and services for the Environmental Sustainability Program.

2012 Community-Wide Greenhouse Gas (GHG) Inventory (limited-period): \$15,000

Provides funding to conduct an inventory of 2012 community-wide GHG emissions in order to measure against GHG reduction targets approved by Council in 2009.

- Solid Waste Fund:

Recology Diversion Incentive Program: \$100,000

The new collection services agreement with Recology provides for a diversion incentive whereby Recology is eligible for a financial incentive payment if it attains certain diversion targets. The maximum payment per year is \$100,000, but may be less in any given year.

Residential Food Waste Pilot Program (limited-period): \$60,500

Provides funding to implement a pilot program to collect food waste from residential customers. The other SMaRT partners are currently (Palo Alto) or will be (Sunnyvale) running a residential food waste pilot program. Each partner agreed to implement a different pilot and share result. This will allow Mountain View to choose from several different options if a full-scale program is desired.

# PUBLIC WORKS - TRANSPORTATION AND BUSINESS PROGRAM SUMMARY

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	10.50	10.50	10.50
Total Part-Time Hourly	0.50	0.50	0.50
<b>TOTAL POSITIONS</b>	<b>11</b>	<b>11</b>	<b>11</b> *1

\*1 In addition there is a limited-period Mobility Coordinator position.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 1,097,096	1,141,538	1,319,222 *4
Wages	10,563	29,848	31,055
Benefits	488,307	527,332	578,385
<b>TOTAL PERSONNEL</b>	<b>1,595,966</b>	<b>1,698,718</b>	<b>1,928,662</b>
Materials and Supplies	17,276	30,255	30,255
Maintenance and Operations	0	0	0
Utilities	6,310,972	6,882,515 *2	6,749,456
Professional/Technical Svcs	219,878	191,700	291,700 *5
Other Expenses	73,459 *1	135,267 *3	190,317 *6
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>6,621,585</b>	<b>7,239,737</b>	<b>7,261,728</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	500	500
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,217,551</b>	<b>8,938,955</b>	<b>9,190,890</b>

\*1 Includes limited-period expenditures for the environmental sustainability program and for the single use bag ordinance.

\*2 Includes increased funding of \$223,800 for organics processing costs.

\*3 Includes limited-period fundings of \$85,000 for Energy Upgrade Mountain View and \$17,800 for the environmental sustainability program (rebudget balance).

\*4 Includes limited-period funding of \$150,000 for a Mobility Coordinator.

\*5 Includes increased funding of \$100,000 for the Recology Diversion Incentive Program.

\*6 Includes limited-period fundings of \$60,500 for Residential Food Waste Pilot program, \$35,000 for Energy Upgrade Mountain View, \$30,000 for Community Choice Aggregation, \$17,300 for the environmental sustainability program (rebudget balance), and \$15,000 for the 2012 Community wide GHG Inventory.

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Licenses & Permits	\$ 1,000	0	0
Rents & Leases	162,233	101,067	131,611
State Intergovernmental Revenue	192,939	155,000	135,000
Federal Intergovernmental Revenue	58,140	0	0
Refuse Service Charges	11,152,545 *1	11,356,368 *2	11,835,079 *3
Miscellaneous Revenue	49,881	6,000	6,000
<b>TOTAL REVENUES</b>	<b>\$ 11,616,738</b>	<b>11,618,435</b>	<b>12,107,690</b>

\*1 Includes rate increase of 3%.

\*2 Includes an average rate increase of 7%.

\*3 Includes an average rate increase of 2%.

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## PUBLIC WORKS – ENGINEERING PROGRAM SUMMARY

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### PROGRAM MANAGER – ASSISTANT PUBLIC WORKS DIRECTOR

#### PROGRAM OVERVIEW

Construction Engineering performs inspections for compliance with plans, specifications, regulations, ordinances, and policies pertaining to capital projects and private developments/improvements in the public right-of-way.

Design Engineering prepares or reviews engineering studies, surveys, designs, specifications, and contract documents for the construction of public works projects.

Capital Projects plans, directs, and coordinates the design and management of capital improvement projects, including preparing or reviewing engineering studies, surveys, designs, specifications, and contract documents.

Traffic Engineering plans, designs, and implements traffic operational improvements for the safe and convenient movement and circulation of vehicles, bicycles, and pedestrians within the City. Traffic Engineering also maintains traffic-related records, such as accidents, counts, and speeds, and conducts surveys and studies necessary to analyze traffic situations.

Land Development Engineering establishes development conditions for approval and reviews the accuracy and completeness of private development plans, specifications, plats, maps, property descriptions, and engineering calculations submitted for City approval. Land Development Engineering also assists developers, consultants, engineers, and the public in complying with Public Works Department conditions.

#### MAJOR PROGRAM CHANGES

- General Operating Fund:

City Utility Costs: \$16,000

Provides increased funding for City utility services used by City departments.

- General Non-Operating Fund:

Associate Civil Engineer – Traffic Position (0.65) (limited-period): \$110,500

Provides funding for 0.65 FTE of an Associate Civil Engineer position (the other 0.35 FTE is to be funded from the Development Services and Shoreline Regional Park Community Funds). The position will support the increased workload in the Traffic Section due to the high levels of private development activity.

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## PUBLIC WORKS – ENGINEERING PROGRAM SUMMARY

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Project Manager Position (0.25): \$5,000

Provides funding for 0.25 FTE of a Project Manager position, to add to a current half-time position, needed to relieve workload. The total funding of \$50,000 for this position is allocated between the General Non-Operating Fund and CIPs.

- Development Services Fund:

Associate Civil Engineer – Construction Position (limited-period): \$170,000

Provides funding for an Associate Civil Engineer Position. The position will support the increased workload in the Construction Section due to the high levels of development activity.

Associate Civil Engineer Position (0.50) (limited-period): \$85,000

Continuation of funding for 0.50 FTE of an Associate Civil Engineer position (the other 0.50 FTE is to be funded from the Shoreline Regional Park Community, Water, Wastewater, and Solid Waste Funds). The position is used in place of consultants to handle increased workload associated with high levels of private development activity.

Construction Inspection Overtime: \$75,000

Provides funding for overtime in the Construction Section relating to inspections. The cost of staff time is reimbursed by developers.

Associate Civil Engineer – Traffic Position (0.10) (limited-period): \$17,000

Provides funding for 0.10 FTE of an Associate Civil Engineer Position. See discussion in General Non-Operating Fund above.

- Shoreline Regional Park Community Fund:

Associate Civil Engineer – Traffic Position (0.25) (limited-period): \$42,500

Provides funding for 0.25 FTE of an Associate Civil Engineer Position. See discussion in General Non-Operating Fund above.

Associate Civil Engineer Position (0.15) (limited-period): \$25,500

Continuation of funding for 0.15 FTE of an Associate Civil Engineer Position. See discussion in Development Services Fund above.

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## PUBLIC WORKS – ENGINEERING PROGRAM SUMMARY

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- Water Fund:

Associate Civil Engineer Position (0.15) (limited-period): \$25,500

Continuation of funding for 0.15 FTE of an Associate Civil Engineer Position. See discussion in Development Services Fund above.

- Wastewater Fund:

Associate Civil Engineer Position (0.15) (limited-period): \$25,500

Continuation of funding for 0.15 FTE of an Associate Civil Engineer Position. See discussion in Development Services Fund above.

- Solid Waste Fund:

Associate Civil Engineer Position (0.05) (limited-period): \$8,500

Continuation of funding for 0.05 FTE of an Associate Civil Engineer Position. See discussion in Development Services Fund above.

GAH/9/BUD/LHP-761-05 FY2014-15

## PUBLIC WORKS - ENGINEERING PROGRAM SUMMARY

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	20	21 *2	21
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>20</b> *1	<b>21</b> *3	<b>21</b> *4

\*1 In addition there is a 0.50 limited-period Senior Civil Engineer position for the duration of the Google Reimbursement Agreement.

\*2 Added one Jr/ Asst/ Associate Civil Engineer position.

\*3 In addition there is a 0.50 limited-period Senior Civil Engineer position for the duration of the Google Reimbursement Agreement and a limited-period Jr/ Asst/ Associate Civil Engineer position.

\*4 In addition there is a limited-period Senior Civil Engineer position for the duration of the Google Reimbursement Agreement, three limited-period Jr/ Asst/ Associate Civil Engineer positions, and a limited-period 0.25 FTE Project Manager position.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Labor Chargeback	\$ 0 *1	(1,662,103)	(1,588,233)
Salaries	1,141,653 *1	2,805,913 *2	3,341,437 *3
Wages	89,250	60,800	60,800
Benefits	500,032	1,115,244	1,193,030
<b>TOTAL PERSONNEL</b>	<b>1,730,935</b>	<b>2,319,854</b>	<b>3,007,034</b>
Materials and Supplies	24,880	19,200	19,200
Maintenance and Operations	55,381	79,265	79,265
Utilities	59,980	66,000	71,000 *4
Professional/Technical Svcs	461,413	235,000	235,000
Other Expenses	14,387	92,745 *2	13,745
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>616,041</b>	<b>492,210</b>	<b>418,210</b>
Capital Outlay	2,264	3,000	0
Interfund Expenditures	11,243	15,700	16,200
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,360,483</b>	<b>2,830,764</b>	<b>3,441,444</b>

\*1 Beginning January 2003, actual Labor Chargeback is accounted for differently in the payroll system.

\*2 Includes limited-period funding of \$158,000 for a Jr/ Asst/ Associate Civil Engineer position.

\*3 Includes increased funding of \$75,000 for construction inspection overtime. Also includes limited-period fundings of \$510,000 for three Jr/ Asst/ Associate Civil Engineer positions and \$5,000 for 0.25 FTE Project Manager position.

\*4 Includes increased funding of \$16,000 for City utility increases.

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Licenses & Permits	\$ 636,347	472,940	479,000
General Service Charges	854,196	544,850	907,452
Miscellaneous Revenue	235,726	50,000	50,000
<b>TOTAL REVENUES</b>	<b>\$ 1,726,269</b>	<b>1,067,790</b>	<b>1,436,452</b>

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## PUBLIC WORKS – FLEET AND FACILITIES PROGRAM SUMMARY

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### PROGRAM MANAGER – FLEET AND FACILITIES MANAGER

#### PROGRAM OVERVIEW

Fleet Services provides safe, reliable, economical, and high-quality vehicles and equipment to City departments. This program performs vehicle and equipment services to comply with regulations, minimize operational and ownership costs, and maximize safety and equipment life. Fleet Services also maintains the City's inventory of alternative-fuel vehicles.

Facilities provides safe, clean, and reliable facilities for employees and their clients. The program maintains, inspects, and improves buildings to comply with regulations, minimize operational and ownership costs, and maximize building life.

#### MAJOR PROGRAM CHANGES

- General Operating Fund:

PG&E Cost Increase:	\$110,000
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Provides funding for PG&E's annual rate increase and the addition of the new Teen Center.

HVAC Technician Reclassification:	\$(10,000)
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Reclassifies the HVAC Technician position to a Facilities Maintenance Worker III position. This reclassification will better integrate this position into the Facilities Section by eliminating a single, stand-alone position and replacing it with a position classification that already exists in Facilities.

City Utility Costs:	\$1,700
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Provides increased funding for City utility services used by City departments.

GAH/9/BUD/LHP-761-03 FY2014-15

**PUBLIC WORKS - FLEET AND FACILITIES  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	16	16	16 *1
Total Part-Time Hourly	0.12	0.12	0.12
<b>TOTAL POSITIONS</b>	<b>16.12</b>	<b>16.12</b>	<b>16.12</b>

\*1 Reclassified an HVAC Technician position to a Facilities Maintenance III position.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 1,267,863	1,368,686	1,388,851
Wages	3,303	9,130	9,495
Benefits	630,358	665,423	726,030
<b>TOTAL PERSONNEL</b>	<b>1,901,524</b>	<b>2,043,239</b>	<b>2,124,376</b>
Materials and Supplies	103,440	60,750	60,750
Maintenance and Operations	1,475,950	1,661,374 *2	1,661,374
Utilities	1,038,573	1,135,800 *3	1,247,500 *4
Professional/Technical Svcs	126,147	186,200	186,200
Other Expenses	34,707	26,695	26,695
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>2,778,817</b>	<b>3,070,819</b>	<b>3,182,519</b>
Capital Outlay	4,197 *1	0	0
Interfund Expenditures	68,302	93,100	90,800
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,752,840</b>	<b>5,207,158</b>	<b>5,397,695</b>

\*1 Adjusted for prior fiscal year asset reclassification.

\*2 Includes increased funding of \$108,300 for janitorial services at existing City facilities, the Whisman Sports Center, the Mountain View Sports Pavilion, the new Teen Center, and an additional Club Rec elementary summer camp location.

\*3 Includes increased funding of \$18,300 for Teen Center utility costs.

\*4 Includes increased fundings of \$110,000 for PG&E cost increases and \$1,700 for city utility increases.

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Miscellaneous Revenue	\$ 13,171	0	0
Equipment Maintenance Charges	2,166,024	2,454,200	2,509,900
Interfund Revenue Transfers	21,000	21,000	21,000
<b>TOTAL REVENUES</b>	<b>\$ 2,200,195</b>	<b>2,475,200</b>	<b>2,530,900</b>

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## NOTES

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## PUBLIC WORKS – PUBLIC SERVICES PROGRAM SUMMARY

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### PROGRAM MANAGER – ASSISTANT PUBLIC WORKS DIRECTOR

#### PROGRAM OPERATIONS

Safety and Administration manages the occupational safety program for the Public Works and Community Services Departments, including accident and illness prevention, and coordinates workplace safety training. This section also provides emergency response planning for Public Works. Administration manages customer service programs, including graffiti abatement and abandoned shopping cart retrieval.

Engineering and Environmental Compliance is responsible for the design and permitting of all landfill postclosure systems and ensuring the regulatory guidelines for landfill maintenance and other Public Services programs are met. This section also administers capital improvement and miscellaneous engineering projects.

Utilities Maintenance manages the City's water and wastewater systems. The Water Operation installs, operates, and maintains the equipment and facilities to distribute approximately 10 million gallons of water per day to approximately 17,500 customers in the Mountain View service area. The Water Operation also operates and maintains the City's recycled water system. The Wastewater Operation installs, operates, and maintains the sanitary sewer and storm drain systems. Sanitary sewer activities include installing sewer laterals, cleanouts and connections, clearing sewer blockages, and pumping sewage to the Palo Alto Regional Water Quality Control Plant. Storm drain activities include cleaning storm lines and catch basins, maintaining City retention basins, and operating pump stations.

Streets and Landfill Maintenance maintains and repairs the City's improved and unimproved streets, sidewalks, curbs and gutters, bikeways, public parking lots, and parking lots at City facilities. Street Maintenance also maintains the striping and markings on streets, curbs, and public parking lots and installs, maintains, and repairs City street signs and streetlights. Landfill Maintenance operates the Flare Station, microturbines, and leachate and gas extraction system, and maintains the landfill cap.

#### MAJOR PROGRAM CHANGES

- Water Fund:

BAWSCA Dues: \$8,000

Provides funding for the increase in dues to the City's membership in the Bay Area Water Supply and Conservation Agency (BAWSCA) which represents the interest of 25 agencies and 2 private water companies that purchase wholesale water from the San Francisco regional (Hetch Hetchy) water system operated by the SFPUC.

- Solid Waste Fund:

Irrigation Water: \$37,000

Provides increased funding for water used for landfill cap maintenance.

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**PUBLIC WORKS – PUBLIC SERVICES  
PROGRAM SUMMARY**

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City Utility Increase:

\$13,000

Provides increased funding for City utility services used by City departments.

GAH/9/BUD/LHP-761-06 FY2014-15

**PUBLIC WORKS - PUBLIC SERVICES  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	67	66.50 *1	66.50
Total Part-Time Hourly	0.50	0.50	0.50
<b>TOTAL POSITIONS</b>	<b>67.50</b>	<b>67</b>	<b>67</b>

\*1 Reclassified one full-time Customer Service Technician to one half-time Streets Technician position.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 5,557,090	6,178,507	6,319,277
Wages	42,797	41,493	42,362
Benefits	2,733,743	2,947,714	3,185,922
<b>TOTAL PERSONNEL</b>	<b>8,333,630</b>	<b>9,167,714</b>	<b>9,547,561</b>
Materials and Supplies	642,170	648,790	648,790
Maintenance and Operations	100,782	58,890	58,890
Utilities	23,335,095	22,826,365 *1	25,354,152 *3
Professional/Technical Svcs	777,539	1,039,250 *2	1,039,250
Other Expenses	416,052	331,128	339,128 *4
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>25,271,638</b>	<b>24,904,423</b>	<b>27,440,210</b>
Capital Outlay	45,631	0	0
Interfund Expenditures	668,949	717,700	723,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 34,319,848</b>	<b>34,789,837</b>	<b>37,711,071</b>

\*1 Includes increased funding of \$30,800 for water for landfill cap maintenance.

\*2 Includes the transfer of \$300,000 for recycled water loan payment to a non-departmental account.

\*3 Includes increased fundings of \$37,000 for irrigation water and \$13,000 for City utility increases as well as increases in wholesale water costs.

\*4 Includes increased funding of \$8,000 for BAWSCA dues.

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Water Service Charges	\$ 24,224,249 *1	24,145,173 *4	26,728,017 *7
Wastewater Service Charges	13,949,325 *2	14,518,355 *5	15,246,596 *6
Recycled Water Charges	523,891 *3	600,000 *6	600,000
Water Main Extensions	82,024	5,000	5,000
Wastewater Main Extensions	82,783	30,000	30,000
Miscellaneous Revenue	570,914	405,000	420,000
Interfund Revenue Transfers	32,400	32,400	32,400
<b>TOTAL REVENUES</b>	<b>\$ 39,465,586</b>	<b>39,735,928</b>	<b>43,062,013</b>

\*1 Includes rate increase of 8%.

\*2 Includes rate increase of 5.5%.

\*3 Includes rate increase of 3%.

\*4 Includes rate restructuring and rate increase of 9%.

\*5 Includes rate restructuring and rate increase of 7%.

\*6 Includes rate increase of 4%.

\*7 Includes rate increase of 7% for average cost of water and 2.4% increase for recycled water and meter rates.

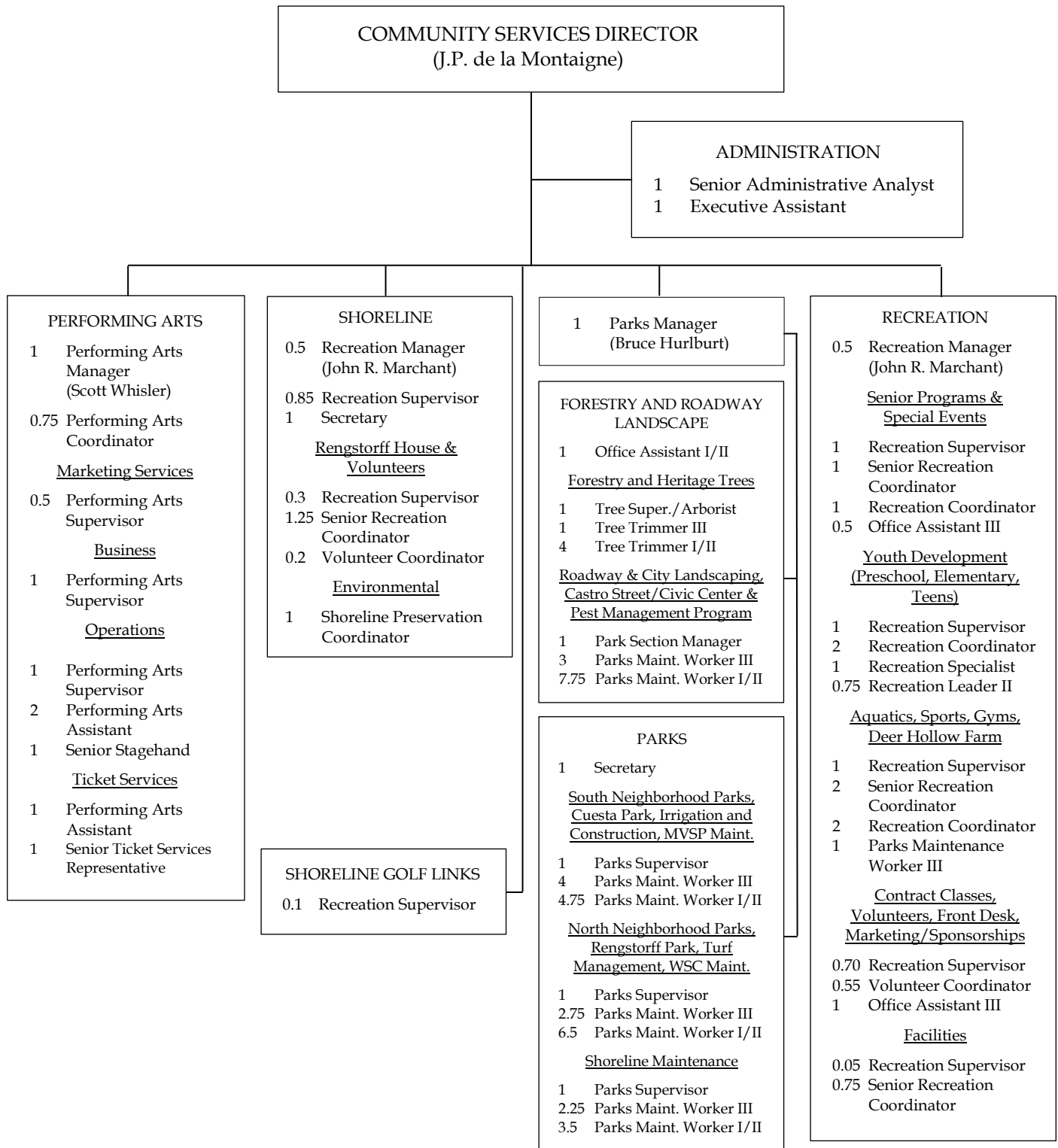
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## NOTES

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# COMMUNITY SERVICES DEPARTMENT



FISCAL YEAR 2014-15 POSITION TOTALS: 76.0 Full-Time  
6.75 Regular Part-Time

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## NOTES

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## COMMUNITY SERVICES DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – COMMUNITY SERVICES DIRECTOR

#### DEPARTMENT MISSION STATEMENT

To create community through people, parks, and programs; provide recreational experiences; promote health and wellness; foster human development; protect environmental and open space resources; strengthen security and safety; support economic growth; facilitate community problem-solving; and strengthen community image and sense of place.

#### DEPARTMENT OVERVIEW

The Community Services Department is responsible for the programming and operation of the Mountain View Center for the Performing Arts; for the continued development and operation of commercial and recreational activities at the City's 750-acre Shoreline at Mountain View Regional Park; for the maintenance and operation of Shoreline Golf Links and of Stevens Creek Trail; for the maintenance of City-owned parks, roadway landscaping, and street trees; and for delivery of recreation programs and services that make Mountain View a better place to live now and in the future.

#### DEPARTMENT FUNCTIONS

- Assure that services provided are responsive to community needs. (M 1)
- Analyze the department's services to assure they are provided in a cost-effective manner.
- Continue to monitor and evaluate use of recycled water and maintain current aesthetics and plant health.
- Provide access to performing arts facilities and provide quality service for clients/licensees. (M 2, 3, 4, 5)
- Provide entertainment opportunities for Center for the Performing Arts patrons. (M 2, 3)
- Provide education and outreach opportunities to the community. (M 2, 3)
- Comply with various regulatory agency requirements as they relate to wetlands, wildlife, and land use in the Shoreline area.
- Provide the community and visitors a safe and secure outdoor recreation experience by proper maintenance and supervision of trails, pathways, roadway/landscaped areas, turf areas, and facilities in the Shoreline and North Bayshore areas. (M 6)
- Manage and operate the golf course in such a manner as to maximize operating revenues and control operating expenses. (M 7, 8, 9)
- Provide golfing customers an enjoyable golfing experience, including enhanced playing conditions and high levels of customer service.

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## COMMUNITY SERVICES DEPARTMENT SUMMARY

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- Manage the Urban Forestry Program, including maintenance of street, median, and park trees, and enforcement of the Heritage Tree Ordinance. (M 10, 11, 12)
- Maintain all City landscaped areas, including parks, Stevens Creek Trail, medians, roadways, vacant land, and public facilities. (M 10, 11, 12, 13, 14)
- Conduct safety inspections of all park and playground areas and equipment.
- Monitor and evaluate Recreation Cost-Recovery Policy goals as approved by the City Council.
- Continue to implement positive and constructive activities for youth.
- Provide or facilitate scheduling of youth, adult, and older adult recreation activities, sports, classes, events, and facility rentals at the Community Center, Senior Center, Teen Center, Mountain View Sports Pavilion, Whisman Sports Center, Graham Sports Complex, Cuesta Tennis Center, historic Adobe Building and Rengstorff House, as well as various park areas and school sites. (M 15, 16, 17, 21, 22, 23, 24, 25)
- Provide environmental education classes and camps at Deer Hollow Farm.
- Coordinate the City-wide volunteer program and establish effective partnerships with community-based organizations. (M 18)
- Provide a comprehensive aquatics program using Eagle and Rengstorff Pools. (M 19, 20)
- Plan, implement, and review the Thursday Night Live events.

### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2014-15

*(Items in **bold** are tied to Fiscal Years 2013-14 and 2014-15 Major Council Goals; items in **bold italics** are new goals for Fiscal Year 2014-15)*

- **Assist in the review of the Park Land Dedication Ordinance as it relates to open space requirements in development projects** in conjunction with the City Attorney's Office and the Community Development Department.
- **Implement a new Recreation registration and reservation system** in conjunction with the Information Technology Department.
- **Establish guidelines for tree preservation and planting in development projects, with particular emphasis on canopy and habitat preservation** in conjunction with the Community Development Department.
- **Assist with the design of the extension of Permanent Creek Trail from Rock Street to West Middlefield Road** in conjunction with the Public Works Department.
- *Complete the Urban Forestry Management Plan and begin implementing recommendations.*

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## COMMUNITY SERVICES DEPARTMENT SUMMARY

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- *Assist with the construction of Permanente Creek Trail crossings at Amphitheatre Parkway* in conjunction with the Public Works Department.
- *Implement the new golf point-of-sale system to create efficiencies and better tracking of revenues and rounds of golf.*
- *Implement the new Center for Performing Arts ticketing system to enhance technology and user interface* in conjunction with the Information Technology Department.
- *Look for opportunities to add garden space to existing open space.*
- *Look for opportunities to add off-leash dog parks to existing open space.*
- *Partner with Mountain View Trees and offer tree walks and other information related to enhancing trees in Mountain View* in conjunction with the Library Services Department.
- Implement the new SecondStage Home Company Program.
- Complete the renovations and improvements to cart paths at Shoreline Golf Links.
- Purchase and deploy a new fleet of 76 electric golf carts at Shoreline Golf Links.
- Implement new and amended City Council policies as approved by City Council: Sponsorships, Commercial Use of Parks, Athletic Field Use Policy, Special Event Policy, and Use of City Plazas.
- Continue to look for opportunities to increase usage of the City Hall Plaza through event programming and outdoor seating.
- Begin looking for sponsorship opportunities to help fund City-wide events.
- Complete a departmental reorganization that combines the Shoreline and Recreation Divisions and creates efficiencies among work groups.
- Assist with the construction of the Shoreline Sports Complex in conjunction with the Public Works Department.
- Support the renovation of The View (Teen Center) in conjunction with the Public Works Department and begin teen programming; explore alternative uses for the current site.
- Assist with the development of Rengstorff Park Master Plan projects in conjunction with the Public Works Department.
- Begin the community outreach process for the design of 771 North Rengstorff Avenue in conjunction with the Public Works Department.
- Assist with the design of McKelvey Park/Ball Field renovations as it relates to the Santa Clara Valley Water District's Permanente Creek flood projects in conjunction with the Public Works Department.

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## COMMUNITY SERVICES DEPARTMENT SUMMARY

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- Work with the Mountain View Whisman School District on the Crittenden Field project as it relates to the upcoming Crittenden School master plan improvements in conjunction with the Public Works Department.

### PERFORMANCE/WORKLOAD MEASURES

	2011-12 Actual	2012-13 Actual	2013-14 Target	2013-14 6 Months	2014-15 Target
<b>Administration:</b>					
1. Number of open space acres per 1,000/population:					
Including North Bayshore area		New for FY 13-14	>3	13.1	>3
Excluding North Bayshore area		New for FY 13-14	>3	2.6	>3
<b>Center for the Performing Arts:</b>					
2. Number of use days		New for FY 13-14	>400	210	>400
3. Number of performances		New for FY 13-14	>340	175	>340
4. Percent of clients surveyed who rate the theatre experience as "very good" or "outstanding"		New for FY 13-14	>90%	88%	>90%
5. Percent of patrons surveyed who say they enjoyed their experience at the MVCPA		New for FY 13-14	>90%	99%	>90%
<b>Shoreline:</b>					
6. Number of Rengstorff House rentals		New for FY 13-14	>35	33 <sup>(A)</sup>	>35
<b>Shoreline Golf Links:</b>					
7. Number of paid rounds of golf		New for FY 13-14	>56,725	36,249	>56,725
8. Number of tournament rounds		New for FY 13-14	>3,000	2,399	>3,000
9. Number of memberships		New for FY 13-14	>350	510 <sup>(B)</sup>	>350
<b>Forestry:</b>					
10. Average maintenance cost per landscaped median acre	\$8,569	\$8,342	<\$10,000	\$4,384	<\$10,000
11. Number of trees planted		New for FY 13-14	>256	64	>256
12. Number of trees trimmed		New for FY 13-14	>2,700	2,431 <sup>(C)</sup>	>2,700
<b>Parks:</b>					
13. Average maintenance cost per park acre (not including Shoreline park)	\$14,709	\$16,090	<\$22,000	\$9,220	<\$22,000

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## COMMUNITY SERVICES DEPARTMENT SUMMARY

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	2011-12 Actual	2012-13 Actual	2013-14 Target	2013-14 6 Months	2014-15 Target
14. Average water consumption per park acre		New for FY 13-14	<62,000 <sup>(D)</sup> units	398 <sup>(D)</sup>	<820 units
<b>Recreation:</b>					
15. Percentage of class registrations completed online	35%	28%	>25%	31%	>25%
16. Number of participants registered in Recreation classes		New for FY 13-14	>7,500	5,663	>7,500
17. Number of facility rental bookings:					
Community Center		New for FY 13-14	>1,500	803	>1,500
Senior Center		New for FY 13-14	>30	19	>30
Adobe Building		New for FY 13-14	>120	73	>120
Gyms		New for FY 13-14	>3,000	1,446	>3,000
Athletic Fields		New for FY 13-14	>4,000	2,623	>4,000
BBQ Rentals		New for FY 13-14	>1,000	588	>1,000
18. Annual City-wide volunteer hours		New for FY 13-14	>31,200	23,884	>40,000
19. Number of Lap Swim participants		New for FY 13-14	>26,000	13,412	>26,000
20. Number of swim lesson participants		New for FY 13-14	>2,100	1,922	>2,100
21. Number of meals served through the Senior Center Nutrition Program		New for FY 13-14	>30,000	15,568	>30,000
22. Number of summer camp participants		New for FY 13-14	>1,500	1,234	>1,500
23. Number of preschool participants		New for FY 13-14	>65	81	>65
24. Number of participants in contract classes		New for FY 13-14	>2,600	1,629	>2,600
25. Number of attendees participating at teen programs and events		New for FY 13-14	>3,700	2,532	>5,500

<sup>(A)</sup> Majority of the rentals occur during the summer months.

<sup>(B)</sup> New performance measure. May need to adjust based on experience.

<sup>(C)</sup> Most street trees are planted in January to March to take advantage of winter rain.

<sup>(D)</sup> Target misreported in Fiscal Year 2013-14 and is corrected for Fiscal Year 2014-15.

RM/9/BUD/LHP-234-01 FY2014-15

## COMMUNITY SERVICES DEPARTMENT SUMMARY

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Community Services Director	1	1	1
Assistant Community Services Director	1	1	0 *5
Shoreline Manager	1	0 *1	0
Performing Arts Manager	1	1	1
Parks Manager	1	1	1
Recreation Manager	0	0	1 *5
Performing Arts Supervisor	2.50	2.50	2.50
Shoreline Section Manager	0	1 *2	0 *5
Parks Section Manager	2	1 *2	1
Tree Supervisor/Arborist	1	1	1
Parks Supervisor	3	3	3
Performing Arts Coordinator	0.75	0.75	0.75
Recreation Supervisor	3	3	5 *5
Senior Recreation Coordinator	5	5	5
Volunteer Coordinator	0.75	0.75	0.75
Recreation Coordinator	5	5	5
Tree Trimmer III	1	1	1
Tree Trimmer I/II	4	4	4
Parks Maintenance Worker III	13	13	13
Parks Maintenance Worker I/II	22.50	22.50	22.50
Senior Administrative Analyst	1	1	1
Executive Assistant	1	1	1
Secretary	2	2	2
Office Assistant III	1.50	1.50	1.50
Office Assistant I/II	1	1	1
Performing Arts Assistant	3	3	3
Recreation Specialist	1	1	1
Shoreline Preservation Coordinator	0	1 *3	1
Senior Stagehand	1	1	1
Senior Ticket Service Representative	1	1	1
Recreation Leader II	0.75	0.75	0.75
TOTAL REGULAR	81.75	81.75	82.75
TOTAL PART-TIME HOURLY	38.25	42.29 *4	43.30 *6
<b>TOTAL POSITIONS</b>	<b>120.00</b>	<b>124.04</b>	<b>126.05</b>

\*1 Eliminated the Shoreline Manager position.

\*2 Reclassified one Parks Section Manager position to Shoreline Section Manager.

\*3 Added one Shoreline Preservation Coordinator position.

\*4 Increased hours for elementary camps, aquatics, and the teen center.

\*5 Mid-year reclassification of Shoreline Section Manager to Recreation Manager, reclassification of the Assistant Community Services Director position to Recreation Supervisor and the addition of a Recreation Supervisor position.

\*6 Net of reduced hours transferred to contracts for janitorial services, increased hours transferred from contracts for The View Teen Center, and increased hours for Aquatics.

**COMMUNITY SERVICES  
DEPARTMENT SUMMARY**

DEPARTMENT PROGRAMS	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Community Services Administration	\$ 543,447	498,566	515,434
Performing Arts	1,305,020	1,350,331	1,404,360
Shoreline	1,019,922	1,313,643	1,376,666
Shoreline Golf Links	1,965,796	2,125,085	2,210,204
Forestry and Roadway Landscape	3,005,966	3,313,260	3,387,379
Parks	5,033,770	5,332,007	5,719,120
Recreation	3,620,290	4,109,052	4,339,462
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,494,211</b>	<b>18,041,944</b>	<b>18,952,625</b>
EXPENDITURE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries Wages and Benefits	\$ 10,697,585	11,478,787	11,931,056
Supplies and Other Services	5,302,313	6,030,157	6,439,719
Capital Outlay	86,914	52,300	81,450
Interfund Expenditures	407,399	480,700	500,400
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,494,211</b>	<b>18,041,944</b>	<b>18,952,625</b>
FUNDING SOURCES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Operating	\$ 12,204,961	13,091,960	13,691,017
General Non-Operating	13,270	94,900	24,500
Shoreline Golf Links	1,965,796	2,125,085	2,210,204
Shoreline Regional Park Community	2,310,184	2,729,999	3,026,904
<b>TOTAL FUNDING</b>	<b>\$ 16,494,211</b>	<b>18,041,944</b>	<b>18,952,625</b>
REVENUE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Fines & Forfeitures	\$ 3,000	2,500	2,500
Rents & Leases	727,137	682,067	703,779
Local Intergovernmental Revenue	83,743	79,084	79,000
Recreation Service Charges	1,460,240	1,673,116	1,678,876
Golf Course Service Charges	2,242,494	2,543,800	2,683,100
General Service Charges	338,424	348,790	350,450
Miscellaneous Revenue	738,112	533,417	549,710
Interfund Revenue Transfers	55,000	55,000	55,000
<b>TOTAL REVENUES</b>	<b>\$ 5,648,150</b>	<b>5,917,774</b>	<b>6,102,415</b>

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## COMMUNITY SERVICES – ADMINISTRATION PROGRAM SUMMARY

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### PROGRAM MANAGER – COMMUNITY SERVICES DIRECTOR

#### PROGRAM OVERVIEW

Administration is responsible for the management of the Community Services Department. This division provides leadership, policy development, administrative and technical support, career development, and training opportunities.

RM/9/BUD/LHP-234-02 FY2014-15

**COMMUNITY SERVICES - ADMINISTRATION  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	2.70	2.30 *1	2.30
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>2.70</b>	<b>2.30</b>	<b>2.30</b>

1\* Transferred 0.20 of the Community Services Director position to the Shoreline Program and 0.20 to the Shoreline Golf Links Program.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 312,172	277,161	285,708
Wages	0	0	0
Benefits	150,479	122,302	130,623
<b>TOTAL PERSONNEL</b>	<b>462,651</b>	<b>399,463</b>	<b>416,331</b>
Materials and Supplies	3,505	3,273	3,273
Maintenance and Operations	0	0	0
Utilities	0	250	250
Professional/ Technical Srvcs	71,447	81,735	81,735
Other Expenses	5,844	13,845	13,845
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>80,796</b>	<b>99,103</b>	<b>99,103</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 543,447</b>	<b>498,566</b>	<b>515,434</b>

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## COMMUNITY SERVICES – PERFORMING ARTS PROGRAM SUMMARY

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### PROGRAM MANAGER – PERFORMING ARTS MANAGER

#### PROGRAM OPERATIONS

Performing Arts is responsible for the management and operation of the Mountain View Center for the Performing Arts—a three-theatre performing arts complex owned by the City. The Center and its staff service an active schedule of performances with a mix of community and regional artists. The Center provides a well-maintained and equipped facility; technical service support; computerized ticket sales operation; marketing and publication support; house management; and a volunteer usher corps for all performances.

#### MAJOR PROGRAM CHANGES

- General Operating Fund:
  - Miscellaneous Increases: \$2,100
  - Provides funding for bus shelter posters to replace and maintain advertising.
- General Non-Operating Fund:
  - Marketing SecondStage (rebudget balance): \$6,500
  - Rebudgets the balance available for updating the Center for the Performing Arts brochure to better market the SecondStage venue.
  - Performing Arts Committee (PAC) Community Events (limited-period): \$1,000
  - Provides funding to support community programming at the Center for the Performing Arts.

RM/9/BUD/LHP-234-03 FY2014-15

**COMMUNITY SERVICES - PERFORMING ARTS  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	9.25	9.25	9.25
Total Part-Time Hourly	0.95	0.95	0.95
<b>TOTAL POSITIONS</b>	<b>10.20</b>	<b>10.20</b>	<b>10.20</b>
EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 724,674	759,092	779,334
Wages	115,090	91,342	92,763
Benefits	368,322	383,700	397,866
<b>TOTAL PERSONNEL</b>	<b>1,208,086</b>	<b>1,234,134</b>	<b>1,269,963</b>
Materials and Supplies	31,464	32,317	34,417 *2
Maintenance and Operations	5,061	12,850	12,850
Utilities	437	650	650
Professional/Technical Svcs	47,572	36,450	36,450
Other Expenses	7,583	28,530 *1	14,030 *3
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>92,117</b>	<b>110,797</b>	<b>98,397</b>
Capital Outlay	4,817	5,400	36,000
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,305,020</b>	<b>1,350,331</b>	<b>1,404,360</b>
REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Rents & Leases	\$ 534,954	517,976	519,265
General Service Charges	288,814	304,300	304,300
Miscellaneous Revenue	289,971	211,000	211,010
<b>TOTAL REVENUES</b>	<b>\$ 1,113,739</b>	<b>1,033,276</b>	<b>1,034,575</b>

\*1 Includes limited-period funding of \$12,000 for Civic Center Plaza usage and \$10,000 for marketing SecondStage (rebudget of strategic planning consultant funds).

\*2 Includes increased funding of \$2,100 for miscellaneous increases.

\*3 Includes limited-period fundings of \$6,500 for marketing SecondStage (rebudget balance) and \$1,000 for Performing Arts Committee community events.

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## COMMUNITY SERVICES – SHORELINE PROGRAM SUMMARY

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### PROGRAM MANAGER – ASSISTANT COMMUNITY SERVICES DIRECTOR

#### PROGRAM OPERATIONS

The Shoreline Division is responsible for the operations, maintenance, preservation, and enhancement of environmental areas within Shoreline at Mountain View; rental and operations of the historic Rengstorff House; regulatory permits relating to open space and marsh restoration; management of commercial leases (including Shoreline Amphitheatre); park-related capital improvement projects; and oversight of the City-wide Park Ranger Program, including patrol of Stevens Creek Trail.

#### MAJOR PROGRAM CHANGES

- Shoreline Regional Park Community Fund:

Contract Increases: \$8,200

Provides increased funding for Shoreline Regional Park security.

Rengstorff House Janitorial: No Cost

Transfers funding from wages (\$9,000) to janitorial services to pay for the Rengstorff House's new janitorial services. Janitorial services were previously performed by hourly staff.

RM/9/BUD/LHP-234-04 FY2014-15

## COMMUNITY SERVICES - SHORELINE PROGRAM SUMMARY

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	3.80	4.90 *1	5.59 *3
Total Part-Time Hourly	3.13	2.56 *2	2.37 *4
<b>TOTAL POSITIONS</b>	<b>6.93</b>	<b>7.46</b>	<b>7.96</b>

\*1 Transferred 0.50 of the Assistant Community Services Director position from the Recreation Program, 0.20 of Community Services Director position from the Administration Program, 0.20 of the Shoreline Section Manager position from the Shoreline Golf Links Program, and eliminated 0.80 of the Shoreline Manager position. Also added one full-time Shoreline Preservation Coordinator position.

\*2 Converted hours to the full-time Shoreline Preservation Coordinator position.

\*3 Mid-year reorganization of positions between Recreation Program.

\*4 Reduced hours transferred to contracts for janitorial services.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 278,543	417,576	449,385
Wages	86,585	93,348	88,097
Benefits	156,392	229,430	251,855
<b>TOTAL PERSONNEL</b>	<b>521,520</b>	<b>740,354</b>	<b>789,337</b>
Materials and Supplies	41,285	52,380	52,380
Maintenance and Operations	2,762	14,100	23,100 *2
Utilities	9,356	14,800	15,800
Professional/Technical Svcs	404,986	477,959 *1	486,199 *3
Other Expenses	14,275	5,450	5,450
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>472,664</b>	<b>564,689</b>	<b>582,929</b>
Capital Outlay	20,051	4,300	0
Interfund Expenditures	5,687	4,300	4,400
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,019,922</b>	<b>1,313,643</b>	<b>1,376,666</b>

\*1 Includes increased funding of \$7,800 for Shoreline Park security.

\*2 Includes a transfer of funding of \$9,000 from wages to janitorial services for the Rengstorff House.

\*3 Includes increased funding of \$8,200 for contract increases.

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Rents & Leases	\$ 178,502	150,000	170,000
Recreation Service Charges	76,847	55,000	65,000
General Service Charges	7,550	4,500	4,500
Miscellaneous Revenue	5,604	0	0
<b>TOTAL REVENUES</b>	<b>\$ 268,503</b>	<b>209,500</b>	<b>239,500</b>

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## COMMUNITY SERVICES – SHORELINE GOLF LINKS PROGRAM SUMMARY

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### PROGRAM MANAGER – COMMUNITY SERVICES DIRECTOR

#### PROGRAM OVERVIEW

Shoreline Golf Links is the City's 18-hole golf course, open for group and individual play 364 days a year. The Shoreline Golf Links Division is responsible for overseeing the management services contract for the operation and maintenance of the course.

#### MAJOR PROGRAM CHANGES

- Shoreline Golf Links Fund:

Touchstone Contract Personnel:	\$46,400
Provides increased funding for staffing cost increases.	
Irrigation Water:	\$41,000
Provides increased funding for irrigation water, partially due to the blending of potable water with the recycle water for the maintenance of the golf course.	
Net Miscellaneous:	(\$800)
Provides increased funding for credit card processing fees (\$2,500) offset by miscellaneous reductions.	

RM/9/BUD/LHP-234-08 FY2014-15

**COMMUNITY SERVICES - SHORELINE GOLF LINKS  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	0.50	0.30 *1	0.30
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>0.50</b>	<b>0.30</b>	<b>0.30</b>

\*1 Transferred 0.20 of the Shoreline Section Manager position to the Shoreline Program.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 35,047	50,594	45,503
Wages	0	0	0
Benefits	24,495	21,438	19,863
<b>TOTAL PERSONNEL</b>	<b>59,542</b>	<b>72,032</b>	<b>65,366</b>
Materials and Supplies	213,722	216,524 *1	211,951 *4
Maintenance and Operations	122,091	112,246 *2	113,559 *4
Utilities	358,448	467,000	508,000 *5
Professional/Technical Svcs	1,039,134	1,089,724	1,138,569 *4/6
Other Expenses	157,033	167,559 *3	167,559
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>1,890,428</b>	<b>2,053,053</b>	<b>2,139,638</b>
Capital Outlay	14,560	0	0
Interfund Expenditures	1,266	0	5,200
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,965,796</b>	<b>2,125,085</b>	<b>2,210,204</b>

\*1 Includes increased funding of \$10,600 for the EZ Links point of sale service.  
 \*2 Includes increased funding of \$8,800 for janitorial service.  
 \*3 Includes increased funding of \$15,000 for liability insurance.  
 \*4 Includes reduced funding of net \$800 for miscellaneous.  
 \*5 Includes increased funding of \$41,000 for irrigation water.  
 \*6 Includes increased funding of \$46,400 for Touchstone contract personnel.

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Golf Course Service Charges	\$ 2,242,494	2,543,800	2,683,100
Miscellaneous Revenue	29,485	23,000	13,000
<b>TOTAL REVENUES</b>	<b>\$ 2,271,979</b>	<b>2,566,800</b>	<b>2,696,100</b>

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## COMMUNITY SERVICES – FORESTRY AND ROADWAY LANDSCAPE PROGRAM SUMMARY

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### PROGRAM MANAGER – PARKS MANAGER

#### PROGRAM OVERVIEW

The Forestry and Roadway Landscape Division is responsible for maintaining the landscape on roadways, medians, overpasses, and all nonpark City-owned lands; managing the Urban Forestry Program, which includes maintenance of street trees (including those in parks and medians); and administering the City's Heritage Tree Ordinance. Division personnel are responsible for maintenance of 120.25 acres of roadway landscape and 28,000 trees. In addition, division personnel maintain 12 acres in the downtown area consisting of Castro Street, Civic Center, Centennial Plaza, and Transit Center, and administer an Integrated Pest Management Program.

#### MAJOR PROGRAM CHANGES

- General Operating Fund:

City Utility Costs:	\$48,000
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Provides increased funding for City utility services used by City departments.

- Shoreline Regional Park Community Fund:

Contract Increases:	\$1,000
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Provides increased funding for parks maintenance contracts.

RM/9/BUD/LHP-234-05 FY2014-15

**COMMUNITY SERVICES - FORESTRY AND ROADWAY LANDSCAPE  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	18.75	18.75	18.75
Total Part-Time Hourly	1.05	1.05	1.05
<b>TOTAL POSITIONS</b>	<b>19.80</b>	<b>19.80</b>	<b>19.80</b>
EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 1,320,665	1,384,730	1,405,988
Wages	36,931	45,295	47,112
Benefits	776,931	832,263	875,563
<b>TOTAL PERSONNEL</b>	<b>2,134,527</b>	<b>2,262,288</b>	<b>2,328,663</b>
Materials and Supplies	73,159	71,261	71,261
Maintenance and Operations	1,989	2,500	2,500
Utilities	537,427	595,700 *1	646,700 *4
Professional/Technical Svcs	92,864	122,686 *2	123,630 *5
Other Expenses	9,768	68,325 *3	18,325
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>715,207</b>	<b>860,472</b>	<b>862,416</b>
Capital Outlay	0	0	0
Interfund Expenditures	156,232	190,500	196,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,005,966</b>	<b>3,313,260</b>	<b>3,387,379</b>

\*1 Includes increased funding of \$32,000 for City utilities.

\*2 Includes increased funding of \$900 for park maintenance contracts.

\*3 Includes limited-period funding of \$50,000 for an Urban Forestry consultant.

\*4 Includes increased funding of \$48,000 for City utility increases.

\*5 Includes increased funding of \$1,000 for contract increases.

REVENUE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Fines and Forfeitures	\$ 3,000	2,500	2,500
Local Intergovernmental Revenue	33,743	29,084	29,000
General Service Charges	26,846	25,300	24,600
Miscellaneous Revenue	4,533	4,000	4,000
Interfund Revenue Transfers	55,000	55,000	55,000
<b>TOTAL REVENUES</b>	<b>\$ 123,122</b>	<b>115,884</b>	<b>115,100</b>

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## COMMUNITY SERVICES – PARKS PROGRAM SUMMARY

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### PROGRAM MANAGER – PARKS MANAGER

#### PROGRAM OVERVIEW

The Parks Division is responsible for maintaining the City's landscape investment at City facilities; at 37 urban parks (195.7 acres); and 9.35 miles of pedestrian trail along the Bay, Permanente Creek, Stevens Creek, Hetch Hetchy, and Whisman Trails.

#### MAJOR PROGRAM CHANGES

- General Operating Fund:
  - City Utility Costs: \$143,100
  - Provides increased funding for City utility services used by City departments.
- Shoreline Regional Park Community Fund:
  - Irrigation Water: \$150,000
  - Provides funding to more accurately reflect the use of water at the park and to fund the increased cost of water.
  - Contract Increases: \$1,000
  - Provides increased funding for parks security and for parks maintenance and water feature contracts.

RM/9/BUD/LHP-234-06 FY2014-15

**COMMUNITY SERVICES - PARKS  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	28.75	28.75	28.75
Total Part-Time Hourly	5.21	5.21	5.21
<b>TOTAL POSITIONS</b>	<b>33.96</b>	<b>33.96</b>	<b>33.96</b>
EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 2,164,795	2,241,105	2,290,638
Wages	158,213	225,931	234,995
Benefits	1,247,201	1,291,508	1,338,041
<b>TOTAL PERSONNEL</b>	<b>3,570,209</b>	<b>3,758,544</b>	<b>3,863,674</b>
Materials and Supplies	195,533	197,125	197,125
Maintenance and Operations	2,797	3,850	3,850
Utilities	941,107	1,003,032 *1	1,299,832 *3
Professional/Technical Svcs	47,190	42,059 *2	43,042 *4
Other Expenses	11,565	35,497	35,497
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>1,198,192</b>	<b>1,281,563</b>	<b>1,579,346</b>
Capital Outlay	36,068	23,900	0
Interfund Expenditures	229,301	268,000	276,100
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,033,770</b>	<b>5,332,007</b>	<b>5,719,120</b>
*1 Includes increased funding of \$68,000 for City utilities. *2 Includes increased funding of \$800 for parks maintenance contracts. *3 Includes increased fundings of \$150,000 for irrigation water and \$143,100 for City utility increases. *4 Includes increased funding of \$1,000 for contract increases.			
REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Miscellaneous Revenue	\$ 125,804	153,620	152,310
<b>TOTAL REVENUES</b>	<b>\$ 125,804</b>	<b>153,620</b>	<b>152,310</b>

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## NOTES

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## COMMUNITY SERVICES – RECREATION PROGRAM SUMMARY

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### PROGRAM MANAGER – ASSISTANT COMMUNITY SERVICES DIRECTOR

#### PROGRAM OPERATIONS

Recreation provides activities to facilitate social/community connections, advance lifelong learning, and promote healthy lifestyles.

Activities, classes, and events are held at Cuesta and Rengstorff Community Parks, Crittenden and McKelvey Athletic Fields, Deer Hollow Farm, Mountain View Sports Pavilion, Whisman Sports Center, Cuesta Tennis Center, Graham Sports Complex, Community Center, Senior Center, Teen Center, Eagle and Rengstorff Pools, historic Adobe Building, and various other park areas and school sites.

Program areas include: aquatics; adult and youth sports; seniors; cultural arts; preschool; elementary and teens; youth development; environmental education; community gardens; volunteers; coordination of special events and summer concerts; and reservations of buildings, facilities, and barbecue areas.

#### MAJOR PROGRAM CHANGES

- General Operating Fund:

City-Wide Event Programming:	\$41,000
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Provides funding to continue City-wide events such as Thursday Night Live, and increased funding for events such as the holiday Tree Lighting, Halloween bash, and Community Yard Sale as well as advertising, marketing of events, and to replace banners on a four-year schedule. The increase is offset by \$25,000 anticipated to be received in sponsorship revenue.

Aquatics Staffing:	\$21,000
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Provides increased funding for hourly staffing to provide lessons. This funding brings the budget for staffing to current levels. The increase is offset by \$21,000 in lesson revenue.

Miscellaneous Increases:	\$5,600
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Provides funding for equipment repair and maintenance at the Senior Center and music performance licensing fees.

Elementary Program Summer Transportation:	\$5,000
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Provides increased funding to the elementary program for increases in transportation costs. The increase is offset by \$5,000 in camp revenue.

The View Teen Center Wages:	No Cost
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Transfer funding (\$18,000) from contract services to wages to offset the additional hourly cost necessary to staff the new Teen Center.

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## COMMUNITY SERVICES – RECREATION PROGRAM SUMMARY

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- General Non-Operating Fund:

Plaza Palooza (limited-period): \$12,000

Provides funding to continue Plaza Palooza events at the Civic Center Plaza.

Senior Center Garden Beds (limited-period): \$5,000

Provides funding to continue the second phase of the Senior Center garden bed replacement.

RM/9/BUD/LHP-234-07 FY2014-15

## COMMUNITY SERVICES - RECREATION PROGRAM SUMMARY

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	18	17.50 *1	17.81 *3
Total Part-Time Hourly	27.91	32.52 *2	33.72 *4
<b>TOTAL POSITIONS</b>	<b>45.91</b>	<b>50.02</b>	<b>51.53</b>

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 1,209,942	1,325,783	1,361,532
Wages	875,634	990,857 *2	1,078,250 *6/7
Benefits	655,474	695,332	757,940
<b>TOTAL PERSONNEL</b>	<b>2,741,050</b>	<b>3,011,972</b>	<b>3,197,722</b>
Materials and Supplies	168,609	203,982 *3	215,835 *7
Maintenance and Operations	50,006	33,049	40,439 *7
Utilities	195,110	267,943	256,283
Professional/Technical Svcs	398,504	509,615 *4	519,420 *7/8
Other Expenses	40,680 *1	45,891 *5	45,913 *9
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>852,909</b>	<b>1,060,480</b>	<b>1,077,890</b>
Capital Outlay	11,418	18,700	45,450
Interfund Expenditures	14,913	17,900	18,400
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,620,290</b>	<b>4,109,052</b>	<b>4,339,462</b>

\*1 Includes limited-period expenditures for Thursday Night Live events.

\*2 Includes increased funding of \$44,200 for elementary summer camps, \$35,600 for aquatics, and \$18,000 for the teen center.

\*3 Includes increased funding of \$4,400 for aquatics, \$12,600 for elementary summer camps, and \$1,000 for teen center supplies.

\*4 Includes increased fundings of \$60,000 for contract class instructors and \$5,500 for elementary summer camps.

\*5 Includes limited-period funding of \$17,500 for Thursday Night Live events.

\*6 Includes increased fundings of \$21,000 for Aquatics staffing and \$18,000 transferred from contracts for Teen Center staffing.

\*7 Includes increased fundings of \$41,000 for City-Wide Event Programming and \$5,600 for miscellaneous increases.

\*8 Includes reduced funding of \$18,000 transferred to wages for staffing of The View Teen Center and increased funding of \$5,000 for Elementary Program summer transportation.

\*9 Includes limited-period fundings of \$12,000 for Plaza Palooza and \$5,000 for Senior Center garden beds.

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Rents and Leases	\$ 13,681	14,091	14,514
Local Intergovernmental Revenue	50,000	50,000	50,000
Recreation Service Charges	1,383,393	1,618,116 *1	1,613,876 *2
General Service Charges	15,214	14,690	17,050
Miscellaneous Revenue	282,715	141,797	169,390 *3
<b>TOTAL REVENUES</b>	<b>\$ 1,745,003</b>	<b>1,838,694</b>	<b>1,864,830</b>

\*1 Includes increased revenue of \$134,000 for additional contract classes and elementary summer camps.

\*2 Includes increased revenue of \$21,000 for Aquatics lessons and \$5,000 for camp fees.

\*3 Includes increased revenue of \$25,000 for sponsorship program.

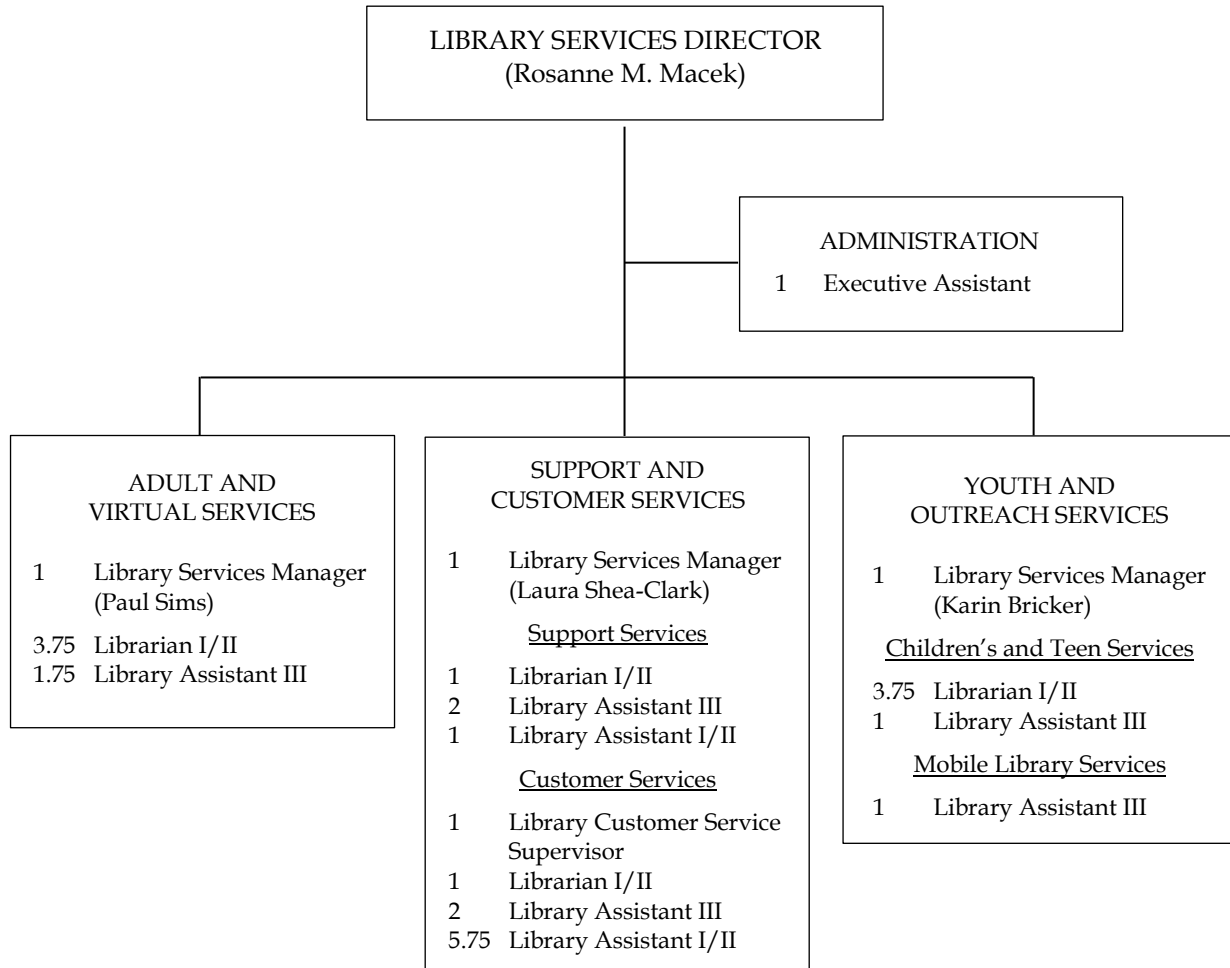
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## NOTES

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# LIBRARY SERVICES DEPARTMENT



FISCAL YEAR 2014-15 POSITION TOTALS: 20.0 Full-Time  
10.0 Regular Part-Time

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## LIBRARY SERVICES DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – LIBRARY SERVICES DIRECTOR

#### DEPARTMENT MISSION STATEMENT

The Library Services Department is responsible for the planning and provision of library services. The Library's mission is to be "the information center for our diverse community providing a dynamic place to share resources and ideas, to find joy in reading, and to experience the power of lifelong learning."

#### DEPARTMENT OVERVIEW

Library resources are made easily accessible to the community in a variety of formats including print, media, and electronic. The Library Services Department participates in cooperative regional services and resource-sharing to meet the needs of all residents in the area.

#### DEPARTMENT FUNCTIONS

- Provide quality services, programs, and systems that enhance the quality of community life. (M 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 17)
- Provide a welcoming, comfortable, well-maintained, and safe facility and environment for all customers to use and enjoy. (M 1, 6, 7, 8, 9)
- Offer a variety of library materials, technology resources and references, and readers' assistance to help customers meet their information, educational, and recreational reading needs. (M 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 15, 16, 17)
- Provide a quality collection of popular and enduring materials for customers to use and borrow. (M 2, 3, 4, 10, 11, 12, 13, 14, 15, 16)
- Provide ongoing library services to support lifelong learning in the community, including physical and virtual collections, and programs for all ages. (M 6, 7, 8, 9)
- Better promote library services to ensure that existing Library customers are more aware of the breadth of library services and how to better use those services.

#### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2014-15

(Items in ***bold italics*** are new goals tied to Fiscal Years 2013-14 and 2014-15 Major Council Goals)

- ***Implement wireless printing to enhance the new City WiFi and meet the increasing demand from Library customers who are bringing in their laptops and other mobile devices*** with support from the Information Technology Department.
- ***Partnering with Mountain View Trees, offer Tree Walks and other information related to enhancing the trees in Mountain View*** in conjunction with the Community Services Department.

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## LIBRARY SERVICES DEPARTMENT SUMMARY

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- *Implement "Library Bike Stop" grant from the Pacific Library Partnership, including a bike fix-it service station outside the Library and bicycle-focused programs throughout the year.*
- *Partner with the Safe Moves Programs to provide bicycle events and information as part of both the Library Annual Summer Reading Program and throughout the year.*
- *Implement Library Customer Satisfaction Survey to gather input on current services, future services, and compare with result from two years ago.*
- Assist the Public Works Department in the design phase of the project to enhance the Children's area.
- Improve the Library's physical presence to better meet changing community needs. Goals include expanding children's space, reducing noise, and expanding programming and public space.

### PERFORMANCE/WORKLOAD MEASURES

	2011-12 Actual	2012-13 Actual	2013-14 Target	2013-14 6 Months	2014-15 Target
<b>Public Services:</b>					
1. Number of visits to the Library	881,706	855,854	870,000	407,942	870,000
2. Total circulation	1,799,418	1,746,903	1,710,000	842,806	1,710,000
3. Number of items circulated per capita	24.3	23.6	23	11.1	23
4. Number of items circulated per registered borrower	16.2	16.4	16.7	7.5	16.7
5. Reference questions answered per capita	1.4	1.5	1.4	0.7	1.4
6. Total attendees at Library programs	53,967	52,260	55,000	27,546	55,000
7. Total attendees at Children's Library programs	42,949	38,947	40,000	19,904	40,000
8. Total attendees at Teen Library programs	884	888	900	591	900
9. Total attendees at Adult Library programs	2,183	4,404 <sup>(A)</sup>	2,200	2,852	2,200
10. Circulation per FTE (including hourly staff)	43,760	42,483	41,600	23,249	41,600
11. Percent of circulation that is customer self-check	96%	96%	>92%	95%	>92%
12. Percent of materials returned at automated returns	91%	92%	>85%	88%	>85%
13. Turnover rate (total collection):	5.4	5.3	5.1	2.5	5.1
<b>Support Services:</b>					
14. Average number of calendar days between receipt of new item and availability to check out	25.6 <sup>(B)</sup>	12.7	<16	9.2	<16
15. New book and media titles cataloged	14,342	20,840 <sup>(C)</sup>	14,000	6,984	14,000

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**LIBRARY SERVICES  
DEPARTMENT SUMMARY**

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	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Target</b>	<b>2013-14 6 Months</b>	<b>2014-15 Target</b>
16. New book and media items processed	28,671	30,210 <sup>(C)</sup>	26,000	15,153	26,000
17. Number of public computer sessions in the Library	113,090	86,338 <sup>(D)</sup>	90,000	39,793	90,000

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<sup>(A)</sup> Program attendance is high due to increased emphasis and staffing resources devoted to adult programs.

<sup>(B)</sup> Above-average processing time for new items is the result of staff vacancies due to retirements.

<sup>(C)</sup> Acquisition of new materials is higher due to additional grant funding.

<sup>(D)</sup> The training room was closed more often than previously for classes. In addition, more patrons used mobile devices to access the Internet.

RMM/9/BUD/LHP-026-01 FY2014-15

**LIBRARY SERVICES  
DEPARTMENT SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Library Services Director	1	1	1
Library Services Manager	3	3	3
Supervising Librarian	1	0 *1	0
Library Customer Service Supervisor	0	1 *1	1
Librarian I/II	9.50	9.50	9.50
Executive Assistant	1	1	1
Library Assistant III	7.75	7.75	7.75
Library Assistant I/II	6.75	6.75	6.75
<b>TOTAL REGULAR</b>	<b>30</b>	<b>30</b>	<b>30</b>
<b>TOTAL PART-TIME HOURLY</b>	<b>11.12</b>	<b>11.32 *1</b>	<b>11.32</b>
<b>TOTAL POSITIONS</b>	<b>41.12</b>	<b>41.32</b>	<b>41.32</b>

\*1 Reclassified one Supervising Librarian position to Library Customer Service Supervisor and added hours.

DEPARTMENT PROGRAMS	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Library Services Administration	\$ 512,635	613,948	651,032
Adult and Virtual Services	1,331,059	1,384,780	1,407,682
Support and Customer Services	1,837,251	2,125,176	2,090,349
Youth and Outreach Services	922,656	897,230	981,336
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,603,601</b>	<b>5,021,134</b>	<b>5,130,399</b>

EXPENDITURE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries Wages and Benefits	\$ 3,833,628	4,133,461	4,235,518
Supplies and Other Services	760,039	791,173	771,281
Capital Outlay	3,780	85,100	114,000
Interfund Expenditures	6,154	11,400	9,600
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,603,601</b>	<b>5,021,134</b>	<b>5,130,399</b>

FUNDING SOURCES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Operating	\$ 4,600,117	4,961,134	5,041,899
General Non-Operating	3,484	60,000	88,500
<b>TOTAL FUNDING</b>	<b>\$ 4,603,601</b>	<b>5,021,134</b>	<b>5,130,399</b>

REVENUE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Service Charges	\$ 168,850	172,940	168,410
Miscellaneous Revenue	163,036	100	200
<b>TOTAL REVENUES</b>	<b>\$ 331,886</b>	<b>173,040</b>	<b>168,610</b>

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## LIBRARY SERVICES – ADMINISTRATION PROGRAM SUMMARY

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### PROGRAM MANAGER – LIBRARY SERVICES DIRECTOR

#### PROGRAM OVERVIEW

Administration is responsible for the management of the Library Services Department. General administration of the Library includes: strategic planning, budget, personnel, facility management, and community relations. Administration also supports the Library Board of Trustees.

#### MAJOR PROGRAM CHANGES

- General Operating Fund:

Miscellaneous Increase: \$1,200

Provides funding for professional memberships for Library staff.

RMM/9/BUD/LHP-026-02 FY2014-15

**LIBRARY SERVICES - ADMINISTRATION  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	2	2	2
Total Part-Time Hourly	0.25	0.25	0.25
<b>TOTAL POSITIONS</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>
EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 255,228	261,674	257,538
Wages	37,217	38,672	39,070
Benefits	98,700	98,079	108,801
<b>TOTAL PERSONNEL</b>	<b>391,145</b>	<b>398,425</b>	<b>405,409</b>
Materials and Supplies	9,911	21,000 *1	21,000
Maintenance and Operations	14,007	58,167	58,167
Utilities	3,286	7,000 *2	7,000
Professional/Technical Svcs	25,539	28,311	28,311
Other Expenses	64,967	14,845	16,045 *3
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>117,710</b>	<b>129,323</b>	<b>130,523</b>
Capital Outlay	3,780	85,100	114,000
Interfund Expenditures	0	1,100	1,100
<b>TOTAL EXPENDITURES</b>	<b>\$ 512,635</b>	<b>613,948</b>	<b>651,032</b>
REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Service Charges	\$ 17,797	16,600	16,740
Miscellaneous Revenue	47,314	100	200
<b>TOTAL REVENUES</b>	<b>\$ 65,111</b>	<b>16,700</b>	<b>16,940</b>

\*1 Includes reduced funding of \$3,000 for miscellaneous supplies and services.

\*2 Includes reduced funding of \$1,000 for miscellaneous supplies and services.

\*3 Includes increased funding of \$1,200 for miscellaneous increases.

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## LIBRARY SERVICES – ADULT AND VIRTUAL SERVICES PROGRAM SUMMARY

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### PROGRAM MANAGER – LIBRARY SERVICES MANAGER

#### PROGRAM OVERVIEW

Adult and Virtual Services includes all services for adults, including an extensive collection of print and electronic information as well as programs and workshops on a variety of topics. Activities include selecting Library materials and providing instruction and assistance in their use. Staff provides individual assistance as well as training to use Library resources and the Internet; and coordinates programs on topics of interest to the community. The division cooperates with community education programs and maintains a local history collection in cooperation with the Mountain View Historical Association. Also provides literacy services through a contract with the Reading Program.

An important focus is on 24/7 virtual access to Library information and services. This division maintains the Library's web site, manages the selection and deployment of electronic databases, and provides access to and training for eBooks.

#### MAJOR PROGRAM CHANGES

- General Operating Fund:

Library Materials:	\$25,000
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Provides increased funding for books and Library materials loaned to the public.

Reading Program:	\$4,300
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Provides increased funding for an increase in cost of the Reading Program, which teaches adults basic reading, writing, math, and computer skills.

Miscellaneous Increase:	\$1,100
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Provides increased funding for database licensing for a variety of Library databases.

- General Non-Operating Fund:

eBooks (limited-period):	\$8,500
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Provides funding to expand the Library's eBook collection. eBooks typically cost two to five times as much as print format.

RMM/9/BUD/LHP-026-03 FY2014-15

**LIBRARY SERVICES - ADULT AND VIRTUAL SERVICES  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	6.50	6.50	6.50
Total Part-Time Hourly	0.82	0.82	1.66 *1
<b>TOTAL POSITIONS</b>	<b>7.32</b>	<b>7.32</b>	<b>8.16</b>

\*1 Transferred hours from the Support and Customer Services program.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 517,132	542,585	560,320
Wages	62,452	45,883	76,495
Benefits	248,239	277,162	272,809
<b>TOTAL PERSONNEL</b>	<b>827,823</b>	<b>865,630</b>	<b>909,624</b>
Materials and Supplies	478,889	446,450 *1	472,560 *3
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Svcs	13,175	12,700	16,998 *4
Other Expenses	11,172	60,000 *2	8,500 *5
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>503,236</b>	<b>519,150</b>	<b>498,058</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,331,059</b>	<b>1,384,780</b>	<b>1,407,682</b>

\*1 Includes reduced funding of \$2,000 for miscellaneous supplies and services.

\*2 Includes limited-period fundings of \$50,000 for the materials collection and \$10,000 for eBooks.

\*3 Includes increased fundings of \$25,000 for library materials and \$1,100 for miscellaneous increases.

\*4 Includes increased funding of \$4,300 for the reading program.

\*5 Includes limited-period funding of \$8,500 for eBooks.

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Miscellaneous Revenue	\$ 17,844	0	0
<b>TOTAL REVENUES</b>	<b>\$ 17,844</b>	<b>0</b>	<b>0</b>

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## **LIBRARY SERVICES – SUPPORT AND CUSTOMER SERVICES PROGRAM SUMMARY**

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### **PROGRAM MANAGER – LIBRARY SERVICES MANAGER**

#### **PROGRAM OVERVIEW**

Support Services provides support and maintenance of the Library's automation and catalog systems and automated check-in and check-out systems. Also includes the purchasing, physical processing, and maintenance of all materials in the Library's collection.

Customer Service is responsible for the lending and tracking of Library materials loaned to the public, registering customers, issuing Library cards, and collecting overdue fines and damage costs. Materials located outside the Library's collection are made available to the public through the Link+ service, which is a consortium of academic and public libraries. This section also provides the timely return of Library materials to the shelves and maintains the orderliness of the Library's materials collection.

RMM/9/BUD/LHP-026-04 FY2014-15

**LIBRARY SERVICES - SUPPORT AND CUSTOMER SERVICES  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	15.25	15.25	14.75 *2
Total Part-Time Hourly	8.78	8.98 *1	8.14 *3
<b>TOTAL POSITIONS</b>	<b>24.03</b>	<b>24.23</b>	<b>22.89</b>

\*1 Increased hours.

\*2 Transferred 0.50 Librarian I/II position to the Youth and Outreach program.

\*3 Transferred hours to the Adult and Virtual Services program.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 938,919	1,091,639	1,077,443
Wages	270,126	277,887	260,634
Benefits	523,098	615,700	612,322
<b>TOTAL PERSONNEL</b>	<b>1,732,143</b>	<b>1,985,226</b>	<b>1,950,399</b>
Materials and Supplies	57,905	52,000	52,000
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Svcs	47,203	85,950 *1	85,950
Other Expenses	0	2,000	2,000
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>105,108</b>	<b>139,950</b>	<b>139,950</b>
Capital Outlay	0	0	0
Interfund Expenditures	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,837,251</b>	<b>2,125,176</b>	<b>2,090,349</b>

\*1 Includes increased funding of \$24,000 for Link+ inter-library delivery services.

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Service Charges	\$ 151,053	156,340	151,670
Miscellaneous Revenue	21	0	0
<b>TOTAL REVENUES</b>	<b>\$ 151,074</b>	<b>156,340</b>	<b>151,670</b>

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## LIBRARY SERVICES – YOUTH AND OUTREACH SERVICES PROGRAM SUMMARY

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### PROGRAM MANAGER – LIBRARY SUPERVISOR

#### PROGRAM OVERVIEW

Youth Services provides a full range of materials, services, and programs to children, teens, parents, adults working with youth, and agencies and organizations serving youth and educational institutions. Children's Services provides a carefully selected collection of materials; arranges for classes to visit the Library; promotes reading and communication skills through storytelling, book talks, musical, and other special programs; reading readiness programs; and prepares special reading lists. Teen Services provides materials and services to meet the special interests and needs of teens, including a group study area; textbook collection; a collection of popular books, music CDs; and after-school tutoring services.

Outreach Services provides access to Library services outside the Main Library via a Mobile Library (Bookmobile) and Special Outreach Services (SOS). Mobile Library Services provides materials and services to day-care centers, senior living facilities, and local businesses. With the assistance of volunteers, SOS provides home delivery of materials to homebound residents.

RMM/9/BUD/LHP-026-05 FY2014-15

**LIBRARY SERVICES - YOUTH AND OUTREACH SERVICES  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	6.25	6.25	6.75 *1
Total Part-Time Hourly	1.27	1.27	1.27
<b>TOTAL POSITIONS</b>	<b>7.52</b>	<b>7.52</b>	<b>8.02</b>

\*1 Transferred 0.50 Librarian I/II position from the Support and Customer Services program.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 516,423	525,213	591,016
Wages	110,791	86,460	89,972
Benefits	255,303	272,507	289,098
<b>TOTAL PERSONNEL</b>	<b>882,517</b>	<b>884,180</b>	<b>970,086</b>
Materials and Supplies	2,568	2,750	2,750
Maintenance and Operations	0	0	0
Utilities	0	0	0
Professional/Technical Svcs	0	0	0
Other Expenses	31,417	0	0
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>33,985</b>	<b>2,750</b>	<b>2,750</b>
Capital Outlay	0	0	0
Interfund Expenditures	6,154	10,300	8,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 922,656</b>	<b>897,230</b>	<b>981,336</b>

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Miscellaneous Revenue	\$ 97,857	0	0
<b>TOTAL REVENUES</b>	<b>\$ 97,857</b>	<b>0</b>	<b>0</b>

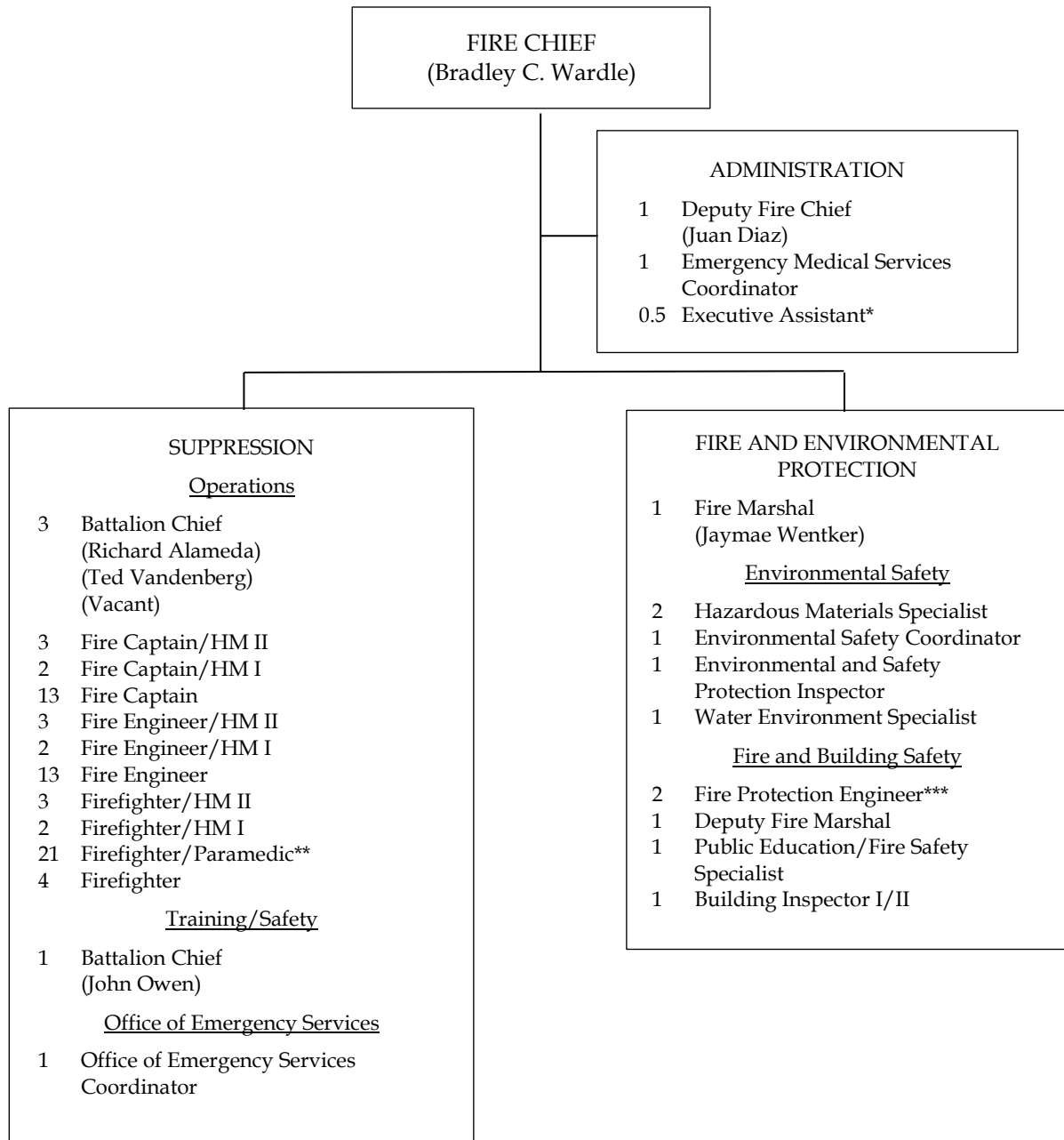
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## NOTES

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# FIRE DEPARTMENT



FISCAL YEAR 2014-15 POSITION TOTALS: 85.5 Full-Time

\* Position directly reports to the Police Department but supports the Fire Department.

\*\* Authorization of 21 Paramedics includes Engineer and Firefighter/Hazardous Materials II levels.

\*\*\* Located in Community Development Department but budgeted in Fire Department.

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## FIRE DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER – FIRE CHIEF

### DEPARTMENT MISSION STATEMENT

The Fire Department's mission is to save lives and property, protect the environment, and minimize risks of fire and natural disaster by translating service requests into action and investing in education, training, and prevention.

### DEPARTMENT OVERVIEW

The Department's personnel and equipment are strategically deployed throughout the City to rapidly assist citizens when emergencies occur, such as emergency medical services, fire suppression, technical rescue, and hazardous materials response, along with community emergency preparedness and recovery training. In addition to emergency response, the Department focuses on community safety and education through fire prevention, housing code enforcement, public education, waste discharge and general surface water pollution prevention, and other services to the community.

### DEPARTMENT FUNCTIONS

- Respond quickly to all emergencies and take appropriate actions thereby reducing loss of life, property, and environmental damage while ensuring the safety of all Fire personnel involved. (M 1, 2, 3)
- Maintain a professional level of operational readiness as Firefighters, Paramedics, Emergency Medical Technicians, Hazardous Materials First-Responders, Hazardous Materials Technicians, and Rescuers.
- Provide annual training and coordination for City staff, and residential and business community volunteers on disaster preparedness, response, and recovery.
- Provide management and oversight for the Santa Clara County Regional Command Training Center located in Mountain View.
- Ensure that facilities using or storing hazardous materials, or discharging wastewater into the sanitary or storm sewers, comply with applicable Federal, State, and local requirements. (M 4, 5)
- Maintain an ongoing fire prevention program, hazardous materials, and underground storage tank inspection program. (M 5)
- Maintain a rental housing inspection program.

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## FIRE DEPARTMENT SUMMARY

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### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2014-15

- Conduct a feasibility study for consolidating Fire dispatch services in conjunction with the Police Department.
- Complete a reassessment of the Multi-Family Housing Inspection Program to create operational efficiencies in program implementation.
- Develop a long-term trash load reduction plan and initiate efforts to reduce trash loading to local waterways, including planning for the installation of mechanical trash-capture systems.
- Continue to collaborate with the fire agencies within Santa Clara County to develop community-focused and sustainable initiatives that improve service quality, create operational efficiencies, eliminate redundancy, and leverage existing emergency response resources.
- Implement a comprehensive Fire Safety Risk Reduction Program for local elementary schools (Grades K-2) with a phased implementation over a two-year period.
- Ensure a proactive succession planning approach by conducting Firefighter recruitment and promotional processes, and provide company officers and acting officers' training.

### PERFORMANCE/WORKLOAD MEASURES

	2011-12 Actual	2012-13 Actual	2013-14 Target	2013-14 6 Months	2014-15 Target
<b>Suppression:</b>					
1. Percent of time first-in fire engine arrives on a structure fire scene within six minutes of dispatch	100%	100%	100%	100%	100%
2. Percent of time the second due fire engine arrives on a structure fire scene within eight minutes of dispatch	100%	100%	100%	100%	100%
3. Percent of emergency medical Code 3 calls where responding unit arrived within six minutes of dispatch	95%	95%	>90%	93%	>90%
<b>Fire and Environmental Protection:</b>					
4. Percent of plans checked within five working days of receipt by division	100%	100%	100%	100%	100%
5. Number of inspections conducted by Environment Safety Section	1,626	1,593	1,500	1,254 <sup>(A)</sup>	1,500

<sup>(A)</sup> Trending higher due to the Environmental Protection unit being fully staffed.

DMcK/9/BUD/LHP-140-01 FY2014-15

**FIRE  
DEPARTMENT SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Fire Chief	1	1	1
Deputy Fire Chief	1	1	1
Battalion Chief	4	4	4
Fire Marshal	1	1	1
Office of Emergency Services Coordinator	1	1	1
Emergency Medical Services Coordinator	1	1	1
Fire Protection Engineer	2	2	2
Deputy Fire Marshal	1	1	1
Public Education/Fire Safety Specialist	1	1	1
Fire Captain/HM II	3	3	3
Fire Captain/HM I	2	2	2
Fire Captain	13	13	13
Fire Engineer/HM II	3	3	3
Fire Engineer/HM I	2	2	2
Fire Engineer	13	13	13
Firefighter/HM II	3	3	3
Firefighter/HM I	2	2	2
Firefighter/Paramedic	21 *1	21 *1	21 *1
Firefighter	4	4	4
Haz Mat Specialist	2	2	2
Environmental Safety Coordinator	1	1	1
Environmental & Safety Protection Inspector	1	1	1
Water Environment Specialist	1	1	1
Building Inspector I/II	1	1	1
Executive Assistant	0.50	0.50	0.50
TOTAL REGULAR	85.50	85.50	85.50
TOTAL PART-TIME HOURLY	0	0	0
<b>TOTAL POSITIONS</b>	<b>85.50</b>	<b>85.50</b>	<b>85.50</b>

\*1 Authorization of 21 Paramedics includes Engineer level and Firefighter/HM II level.

DEPARTMENT PROGRAMS	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Fire Administration	\$ 749,024	1,009,060	960,271
Fire Suppression	17,908,011	18,563,190	18,954,332
Fire and Environmental Protection	2,299,244	2,478,695	2,730,843
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,956,279</b>	<b>22,050,945</b>	<b>22,645,446</b>

**FIRE  
DEPARTMENT SUMMARY**

EXPENDITURE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries Wages and Benefits	\$ 19,814,416	20,214,351	20,991,502
Supplies and Other Services	816,939	1,417,494	1,201,194
Capital Outlay	58,859	48,600	71,150
Interfund Expenditures	266,065	370,500	381,600
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,956,279</b>	<b>22,050,945</b>	<b>22,645,446</b>
FUNDING SOURCES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Operating	\$ 19,072,242	19,514,851	19,890,217
General Non-Operating	113,891	545,142	530,742
Building/Development Services	405,031	422,688	604,163
Shoreline Regional Park Community	80,270	133,878	135,778
Wastewater	1,284,845	1,434,386	1,484,546
<b>TOTAL FUNDING</b>	<b>\$ 20,956,279</b>	<b>22,050,945</b>	<b>22,645,446</b>
REVENUE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Licenses & Permits	\$ 498,376	467,790	465,000
Fines and Forfeitures	14,800	0	0
State Intergovernmental Revenue	5,000	0	0
Federal Intergovernmental Revenue	27,755	0	0
General Service Charges	207,610	205,890	204,134
Miscellaneous Revenue	495,835	317,492	325,470
<b>TOTAL REVENUES</b>	<b>\$ 1,249,376</b>	<b>991,172</b>	<b>994,604</b>

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## FIRE – ADMINISTRATION PROGRAM SUMMARY

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### PROGRAM MANAGER – FIRE CHIEF

#### PROGRAM OVERVIEW

Administration is responsible for management of the Fire Department. The division provides strategic planning, leading, managing, and supporting for Fire Department personnel, and programs in the accomplishment of the department's mission.

#### MAJOR PROGRAM CHANGES

- General Non-Operating Fund:

Consolidated Dispatch Consultant (rebudget):	\$20,000
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Rebudgets funding for a regional consolidation of dispatch services feasibility study. Several fire departments within Santa Clara County have identified regional fire dispatch as an area of opportunity for regional collaboration to increase efficiencies.

DMcK/9/BUD/LHP-140-02 FY2014-15

## FIRE - ADMINISTRATION PROGRAM SUMMARY

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	3.50	3.50	3.50
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>
EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 450,192	615,456	582,464
Wages	0	0	0
Benefits	246,621	314,510	298,413
<b>TOTAL PERSONNEL</b>	<b>696,813</b>	<b>929,966</b>	<b>880,877</b>
Materials and Supplies	20,335	38,364	38,364
Maintenance and Operations	582	1,000	1,000
Utilities	0	0	0
Professional/Technical Svcs	0	0	0
Other Expenses	9,788	28,930 <sup>*1</sup>	28,930 <sup>*2</sup>
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>30,705</b>	<b>68,294</b>	<b>68,294</b>
Capital Outlay	5,506	0	0
Interfund Expenditures	16,000	10,800	11,100
<b>TOTAL EXPENDITURES</b>	<b>\$ 749,024</b>	<b>1,009,060</b>	<b>960,271</b>

\*1 Includes limited-period funding of \$20,000 for a consolidated dispatch consultant.

\*2 Includes limited-period funding of \$20,000 for a consolidated dispatch consultant (rebudget).

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## NOTES

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## FIRE – SUPPRESSION PROGRAM SUMMARY

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### PROGRAM MANAGER – FIRE CHIEF

#### PROGRAM OVERVIEW

The Suppression Division consists of the Operations, the Personnel and Training, and the Office of Emergency Services/Public Information Sections.

The Operations Section provides firefighting, hazardous materials incident, paramedic, and rescue response services from five fire stations strategically located throughout the City. Firefighters also conduct fire prevention inspections, public education, equipment and facilities maintenance, as well as ongoing training activities. Paramedic Firefighters are assigned to every fire station.

The Training Safety Section plans, schedules, and provides training to Firefighters. The section also coordinates the Firefighter recruitment and selection process.

The Office of Emergency Service Section is responsible for disaster preparedness and coordinates disaster response.

#### MAJOR PROGRAM CHANGES

- General Operating Fund:

City Utility Costs:	\$7,500
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Provides increased funding for City utility services used by City departments.

Lexipol Contract Services:	\$7,500
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Provides funding for contract services from Lexipol to ensure that General Orders (GOs) are compliant with current standards and directives.

Miscellaneous Increase:	\$2,000
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Provides increased funding for blood storage.

- General Non-Operating Fund:

Firefighter Recruits (new and rebudget):	\$375,000
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Provides new funding for three Firefighter recruits and rebudgets funding for three Firefighter recruits (for a total of six) to attend the Firefighter Academy for three months and for an approximately one-month transition-to-shift period.

Firefighter Recruitment (rebudget):	\$55,000
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Rebudgets a portion of funding received in Fiscal Year 2013-14 for the testing, training, and equipment costs for five Firefighters.

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## FIRE – SUPPRESSION PROGRAM SUMMARY

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Promotional Exams (new and rebudget): \$35,500

Provides new funding (\$9,900) to conduct promotional assessment centers to fill anticipated vacancies for a Fire Battalion Chief position. The current eligibility lists will expire in July 2014. Rebudgets funding (\$25,600) to conduct promotional assessment centers to fill anticipated vacancies for Fire Captain and Fire Engineer positions. The current eligibility lists expired in late 2013.

EMS First Responder Project (rebudget): \$34,300

Rebudgets a portion of the funding received in Fiscal Year 2012-13 for the EMS First Responder Project.

DMcK/9/BUD/LHP-140-03 FY2014-15

## FIRE - SUPPRESSION PROGRAM SUMMARY

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	71	71	71
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>71</b>	<b>71</b>	<b>71</b>
EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 11,843,527	11,371,310	12,084,032 *4
Wages	0	0	0
Benefits	5,230,374	5,764,080	5,789,050
<b>TOTAL PERSONNEL</b>	<b>17,073,901</b>	<b>17,135,390</b>	<b>17,873,082</b>
Materials and Supplies	178,730	232,279 *2	232,279
Maintenance and Operations	51,793	61,186	61,186
Utilities	67,378	84,870	92,370 *5
Professional/Technical Svcs	117,358	95,090	104,590 *6
Other Expenses	152,992 *1	591,475 *3	191,075 *7
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>568,251</b>	<b>1,064,900</b>	<b>681,500</b>
Capital Outlay	53,353	43,900	71,150
Interfund Expenditures	212,506	319,000	328,600
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,908,011</b>	<b>18,563,190</b>	<b>18,954,332</b>
<p>*1 Includes limited period expenditures for firefighter recruitment costs, promotional assessments, and Image Trend</p> <p>*2 Includes increased funding of \$3,400 for the Fire records management system.</p> <p>*3 Includes limited-period fundings of \$375,000 for firefighter overtime, \$66,000 for firefighter recruitment, \$34,300 for the EMS First Responder project (rebudget), \$25,600 for promotional exams, \$14,300 for driver training instructor qualification (rebudget), and \$10,000 for apparatus renumbering.</p> <p>*4 Includes limited-period funding of \$375,000 for firefighter recruits (\$187,500 rebudget).</p> <p>*5 Includes increased funding of \$7,500 for City utility increases.</p> <p>*6 Includes increased fundings of \$7,500 for Lexipol contract services and \$2,000 for miscellaneous increases.</p> <p>*7 Includes limited-period fundings of \$55,000 for firefighter recruitment (rebudget for 5), \$35,500 for promotional exams (\$25,600 rebudget), and \$34,300 for the EMS First Responder project (rebudget).</p>			
REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Licenses & Permits	\$ 51	90	0
Federal Intergovernmental Revenue	27,755	0	0
Miscellaneous Revenue	479,557	302,492	310,470
<b>TOTAL REVENUES</b>	<b>\$ 507,363</b>	<b>302,582</b>	<b>310,470</b>

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## NOTES

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## FIRE – FIRE AND ENVIRONMENTAL PROTECTION PROGRAM SUMMARY

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### PROGRAM MANAGER – FIRE MARSHAL

#### PROGRAM OVERVIEW

The Fire and Environmental Protection Division consists of the Environmental Safety and the Fire and Building Safety Sections.

The Environmental Safety Section is responsible for the enforcement of local hazardous materials storage codes, State underground chemical storage tank regulations, industrial waste discharge, and Federal and State regulations related to the control of industrial waste and stormwater runoff. Efforts are aimed at preventing uncontrolled releases and movement of hazardous and toxic substances.

The Fire and Building Safety Section is responsible for conducting the City's fire and housing code enforcement programs, fire cause investigations, and technical support to the Suppression Division.

#### MAJOR PROGRAM CHANGES

- General Operating Fund:

Miscellaneous Increase:	\$1,600
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Provides increased funding for replacement of worn and/or damaged staff uniforms.

- Development Services Fund:

Multi-Family Housing Program (limited-period):	\$157,500
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Provides funding for 0.75 FTE of a Building Inspector position and 0.50 FTE of an Office Assistant position. These additional staffing resources will aid in conducting an internal audit/assessment of the Multi-Family Housing self-certification properties and program. Staff's goal is to inspect each self-certification property (approximately 250) during Fiscal Year 2014-15 to assess the current habitability and overall fire and life safety condition and, ultimately, prescribe a programmatic inspection frequency for these properties which is consistent with the inspection methodology currently implemented for the remaining properties in the program.

- Wastewater Fund:

Consultant Services for Web-Based Reporting (rebudget):	\$20,000
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Rebudgets funding to create an electronic reporting system. The State requires all local government agencies to electronically report a hazardous materials business plan, inspection, and enforcement information.

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## FIRE – FIRE AND ENVIRONMENTAL PROTECTION PROGRAM SUMMARY

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SCVURPPP Assessment and NPDES Permit Fees:

\$8,000

Provides increased funding for the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) assessment and the National Pollutant Discharge Elimination System (NPDES) permit fees due to increases in trash control and new requirements that will take effect during Fiscal Year 2014-15.

DMcK/9/BUD/LHP-140-04 FY2014-15

## FIRE - FIRE AND ENVIRONMENTAL PROTECTION PROGRAM SUMMARY

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	11	11	11
Total Part-Time Hourly	0	0	0
<b>TOTAL POSITIONS</b>	<b>11</b>	<b>11</b>	<b>11</b>
EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 1,304,947	1,417,979	1,475,525
Wages	43,252	0	0
Benefits	695,503	731,016	762,018
<b>TOTAL PERSONNEL</b>	<b>2,043,702</b>	<b>2,148,995</b>	<b>2,237,543</b>
Materials and Supplies	12,438	22,575	25,175 *2
Maintenance and Operations	877	4,875	4,375
Utilities	1,458	800	800
Professional/Technical Svcs	194,193	220,700	385,700 *3
Other Expenses	9,017	35,350 *1	35,350 *4
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>217,983</b>	<b>284,300</b>	<b>451,400</b>
Capital Outlay	0	4,700	0
Interfund Expenditures	37,559	40,700	41,900
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,299,244</b>	<b>2,478,695</b>	<b>2,730,843</b>

*1	Includes limited-period funding of \$20,000 for consultant services for web-based reporting (rebudget).		
*2	Includes increased funding of \$1,600 for miscellaneous increases.		
*3	Includes increased funding of \$8,000 for SCVURPP and NPDES and limited-period funding of \$157,500 for Multi-Family Housing Program.		
*4	Includes limited-period funding of \$20,000 for consultant services for web-based reporting (rebudget).		

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Licenses & Permits	\$ 498,325	467,700	465,000
Fines and Forfeitures	14,800	0	0
State Intergovernmental Revenue	5,000	0	0
General Service Charges	207,610	205,890	204,134
Miscellaneous Revenue	16,278	15,000	15,000
<b>TOTAL REVENUES</b>	<b>\$ 742,013</b>	<b>688,590</b>	<b>684,134</b>

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## NOTES

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# POLICE DEPARTMENT

POLICE CHIEF/ ASSISTANT CITY MANAGER – PUBLIC SAFETY  
(Scott S. G. Vermeer)

## ADMINISTRATION

0.5 Executive Assistant  
1 Community Services Officer

### Professional Standards

1 Police Sergeant

### Crime Analysis

1 Crime Analyst

### Community Action and Information

1 Public Safety Social Media/  
Community Coordinator

## FIELD OPERATIONS

1 Police Captain  
(Christopher Hsiung)

### FTO Program/Traffic/ Field Operations Teams 1-2

5 Police Sergeant  
17 Police Officer  
3 Police Officer Overhire\*  
5 Community Svcs. Officer

### K9/Field Operations Teams 3-4

1 Police Lieutenant  
2 Police Sergeant  
12 Police Officer

### Bicycle Patrol Field Operations Teams 5-7

1 Police Lieutenant  
3 Police Sergeant  
19 Police Officer

## SPECIAL OPERATIONS

1 Police Captain  
(Jessica Nowaski)

### Investigative Services

3 Police Lieutenant

### Specialized Suppression/ Property Crimes

1 Police Sergeant  
8 Police Officer  
1 Community Svcs. Officer

### Person Crimes

1 Police Sergeant  
6 Police Officer

### Regional Task Forces

1 Police Sergeant  
1 Police Officer

### Youth Services

1 Police Sergeant  
4 Police Officer

### Operational Services/ Training/Personnel

2 Police Sergeant

### Property and Evidence

1 Property & Evidence Specialist  
1 Police Assistant III

## PUBLIC SAFETY SUPPORT SERVICES

1 Police Captain  
(Max Bosel)

### Management and Fiscal Services

1 Senior Administrative Analyst  
0.5 Program Assistant  
2 Secretary  
1 Office Assistant III  
0.5 Office Assistant I/II

### Emergency Communications

1 Communications Operations  
Supervisor  
2.5 Lead Public Safety Dispatcher  
2 Public Safety Dispatcher III  
10 Public Safety Dispatcher II

### Public Safety Systems

1 Senior System Specialist  
1 System Specialist

### Records/Court Liaison

1 Police Records Supervisor  
2 Lead Police Records Specialist  
8 Police Records Specialist

FISCAL YEAR 2014-15 POSITION TOTALS: 139.5 Full-Time  
1.5 Regular Part-Time

\* The three Police Officer overhire positions are funded at 50 percent.

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## **POLICE DEPARTMENT SUMMARY**

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### DEPARTMENT MANAGER – POLICE CHIEF/ ASSISTANT CITY MANAGER OF PUBLIC SAFETY

#### DEPARTMENT MISSION STATEMENT

To lead the community-wide effort to constantly reduce crime and ensure a sense of safety in Mountain View by providing quality services that set the standard for police professionalism.

#### DEPARTMENT OVERVIEW

The Police Department is responsible for crime prevention and educational programs, the apprehension and prosecution of criminals, traffic safety initiatives, and the management of special events. The department provides uniform police services with its primary functions being responding to criminal activity and calls for service in an effective and timely manner, and providing crime suppression and prevention activities. The department provides follow-up investigations, record keeping, processing of arrest warrants, custody of evidence, and the coordination of personnel and training functions. The department also provides emergency communications services which encompass 9-1-1 answering, dispatch services for Police and Fire, and public safety automated records systems.

#### DEPARTMENT FUNCTIONS

- Promote a sense of security through comprehensive and proactive prevention programs, apprehend and prosecute criminals, and respond timely and professionally to requests for Police services. (M 1, 4, 5)
- Promote safety on the roadways through comprehensive and proactive education and enforcement initiatives that prevent fatal and injury traffic collisions.
- Continue to set the standard for police professionalism.
- Continue to enhance programs to improve communication with the community.
- Implement solutions that enhance professional policing and officer safety.
- Provide enhanced gang prevention and intervention services by conducting prevention, intervention, and suppression actions to reduce gang activity.
- Work cooperatively with the community, City, and other criminal justice agencies in order to protect life and property in a fair and impartial manner. (M 1, 2, 3)
- Maintain support services functions to fulfill responsibilities related to systems technologies, records, warrants, and property and evidence.
- Recruit, select, train, and retain highly qualified personnel representing the diversity of the Mountain View community.
- Provide communication services to the community for Police, Fire, medical emergencies, and contract agencies. (M 5)

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## POLICE DEPARTMENT SUMMARY

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### MAJOR DEPARTMENTAL GOALS/PROJECTS/INITIATIVES FOR FISCAL YEAR 2014-15

*(Items in **bold** are tied to Fiscal Years 2013-14 and 2014-15 Major Council Goals)*

- **Integrate predictive policing analysis into crime-reduction strategies.**
- **Continue to enhance online accessibility to public safety information and services through the increased usage of online service portals to the public.**
- Participate in a feasibility study for consolidating Fire dispatch services in conjunction with the Fire Department.
- Complete the implementation of the records management system and compatible 9-1-1 console components of the public safety dispatch virtual consolidation.
- Continue to provide comprehensive traffic safety education and enforcement activities to reduce fatal and injury collisions.
- Review and update performance measures.
- Continue to grow and increase community engagement through the department's social media channels.

### PERFORMANCE/WORKLOAD MEASURES

	2011-12 Actual	2012-13 Actual	2013-14 Target	2013-14 6 Months	2014-15 Target
<b>Field Operations:</b>					
1. Response Time (10-97) of 4 minutes or less on all Priority E and 1 calls for service	57%	53% <sup>(A)</sup>	>55%	48% <sup>(A)</sup>	>55%
2. Sustain Part I crimes index below the mean average for cities listed in annual report	1,821	2,027	TBD (FY 12-13 Index)	830	TBD (FY 13-14 Index)
3. Sustain traffic-related injuries below the average as compared to the Office of Traffic Safety comparable cities	183	166	<350	64	<350
<b>Special Operations:</b>					
4. Increase Part I crime clearance rate	30%	30%	>25%	27%	>25%
<b>Public Safety Support Services:</b>					
5. Percent of incoming 9-1-1 calls that are answered within 9 seconds of receipt	98%	98%	>95%	97%	>95%

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<sup>(A)</sup> A review shows a consistent increase in overall response times between 6:00 a.m. and 6:00 p.m., suggesting that traffic and drive time are the most likely reasons for the increase. The Police Department will continue to evaluate response times to see if other factors might be in play.

**POLICE  
DEPARTMENT SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Police Chief/ Asst. City Mgr. of Public Safety	1	1	1
Police Captain	3	3	3
Police Lieutenant	5	5	5
Police Sergeant	17	17	17
Police Officer	67	67	67
Police Officer (Overhire)	3	3	3
Pub. Safety Social Media/Community Coordinator	1	1	1
Senior Systems Specialist	1	1	1
Crime Analyst	1	1	1
Systems Specialist	1	1	1
Communications Operations Supervisor	1	1	1
Lead Public Safety Dispatcher	3.50	3.50	2.50 *2
Public Safety Dispatcher III	0	0	2 *2
Public Safety Dispatcher II	11	11	10 *2
Police Records Supervisor	1	1	1
Lead Police Records Specialist	2	2	2
Police Records Specialist	8	8	8
Community Services Officer	7	7	7
Property & Evidence Specialist	1	1	1
Police Assistant III	1	1	1
Senior Administrative Analyst	1	1	1
Program Assistant	0.50	0.50	0.50
Executive Assistant	0.50	0.50	0.50
Secretary	2	2	2
Office Assistant III	1	1	1
Office Assistant I/II	0.50	0.50	0.50
TOTAL REGULAR	141	141	141
TOTAL PART-TIME HOURLY	3.05	3.05	3.05
<b>TOTAL POSITIONS</b>	<b>144.05 *1</b>	<b>144.05</b>	<b>144.05</b>

\*1 In addition there is a limited-period Public Safety Dispatcher position.

\*2 Mid-year reclassification of one Lead Police Public Safety Dispatcher position and one Public Safety Dispatcher II position to Public Safety Dispatcher III.

DEPARTMENT PROGRAMS	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Police Administration	\$ 1,256,164	1,293,429	1,308,656
Field Operations	16,044,667	17,116,569	16,500,481
Special Operations	7,070,461	6,893,763	8,004,360
Public Safety Support Services	5,644,316	6,135,067	6,280,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 30,015,608</b>	<b>31,438,828</b>	<b>32,093,997</b>

**POLICE  
DEPARTMENT SUMMARY**

EXPENDITURE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries Wages and Benefits	\$ 26,718,775	27,974,234	28,970,487
Supplies and Other Services	2,514,478	2,478,194	2,241,010
Capital Outlay	79,545	272,600	147,200
Interfund Expenditures	702,810	713,800	735,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 30,015,608</b>	<b>31,438,828</b>	<b>32,093,997</b>
FUNDING SOURCES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Operating	\$ 29,655,799	30,812,591	31,777,520
General Non-Operating	141,932	368,782	39,998
Police Asset Forfeitures	5,000	0	0
Supplemental Law Enforcement Services	110,500	110,500	110,500
Grants	6	0	0
Shoreline Regional Park Community	26,000	26,000	40,000
Wastewater	76,371	120,955	125,979
<b>TOTAL FUNDING</b>	<b>\$ 30,015,608</b>	<b>31,438,828</b>	<b>32,093,997</b>
REVENUE SUMMARY	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Licenses & Permits	\$ 138,316	143,570	132,220
Fines & Forfeitures	889,218	851,380	993,500
Local Intergovernmental Revenue	304,738	195,000	195,000
State Intergovernmental Revenue	195,202	130,000	130,000
Federal Intergovernmental Revenue	20,058	0	0
General Service Charges	154,784	158,210	137,710
Miscellaneous Revenue	746,565	555,370	690,895
<b>TOTAL REVENUES</b>	<b>\$ 2,448,881</b>	<b>2,033,530</b>	<b>2,279,325</b>

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## **POLICE – ADMINISTRATION PROGRAM SUMMARY**

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PROGRAM MANAGER – POLICE CHIEF /  
ASSISTANT CITY MANAGER OF PUBLIC SAFETY

### PROGRAM OVERVIEW

Administration is responsible for managing the Police Department. This division is responsible for maintaining the integrity of the department and investigating all complaints against Police employees, for tracking all major community policing actions, coordinating and implementing crime prevention activities, crime analysis, and relaying public information by maintaining open communications and relationships with local media personnel.

MAH/9/BUD/LHP-310-02 FY2014-15

**POLICE - ADMINISTRATION  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	4.50	5.50 *1	5.50
Total Part-Time Hourly	1.02	1.02	1.02
<b>TOTAL POSITIONS</b>	<b>5.52</b>	<b>6.52</b>	<b>6.52</b>

\*1 Transferred one Community Services Officer position from the Field Operations Program.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 620,982	769,302	780,648
Wages	85,121	35,356	36,977
Benefits	328,653	383,910	385,570
<b>TOTAL PERSONNEL</b>	<b>1,034,756</b>	<b>1,188,568</b>	<b>1,203,195</b>
Materials and Supplies	51,411	11,949	11,949
Maintenance and Operations	5,264	0	0
Utilities	0	0	0
Professional/Technical Svcs	59,312	28,500	28,500
Other Expenses	86,200	45,012	45,012
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>202,187</b>	<b>85,461</b>	<b>85,461</b>
Capital Outlay	2,329	0	0
Interfund Expenditures	16,892	19,400	20,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,256,164</b>	<b>1,293,429</b>	<b>1,308,656</b>

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Licenses and Permits	\$ 104,351	107,570	101,720
Fines & Forfeitures	142,714	175,000	176,400
Federal Intergovernmental Revenue	15,128	0	0
General Service Charges	51,445	82,000	55,550
Miscellaneous Revenue	15,133	500	500
<b>TOTAL REVENUES</b>	<b>\$ 328,771</b>	<b>365,070</b>	<b>334,170</b>

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## **POLICE – FIELD OPERATIONS PROGRAM SUMMARY**

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### PROGRAM MANAGER – FIELD OPERATIONS CAPTAIN

#### PROGRAM OVERVIEW

The Field Operations Division is responsible for providing all uniform police services to the community. Its primary function includes responding to criminal activity and calls for service in an effective and timely manner and providing crime suppression and prevention activities. Within this division resides Patrol, Traffic Safety, Canine, SWAT, Crisis Negotiations, and Bicycle Patrol. In addition, this division is responsible for coordinating the Field Training Officer Program and training all newly hired Police Officers and Reserve Officers in the field.

MAH/9/BUD/LHP-310-03 FY2043-15

**POLICE - FIELD OPERATIONS  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	74	74 *1	69 *2
Total Part-Time Hourly	1.17	1.17	1.17
<b>TOTAL POSITIONS</b>	<b>75.17</b>	<b>75.17</b>	<b>70.17</b>

\*1 Transferred one Police Lieutenant position from the Special Operations Program and transferred one Community Services Officer position to the Administration Program.

\*2 Transferred two Police Lieutenant positions and three Police Officer positions to the Special Operations program.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 9,534,119	10,210,255	9,721,395
Wages	42,806	117,375	77,384 *3
Benefits	4,847,974	5,116,883	5,220,846
<b>TOTAL PERSONNEL</b>	<b>14,424,899</b>	<b>15,444,513</b>	<b>15,019,625</b>
Materials and Supplies	32,078	42,880	42,880
Maintenance and Operations	52,526	26,047	26,047
Utilities	176	0	0
Professional/ Technical Svcs	835,292	589,975 *1	589,975
Other Expenses	78,983	281,454 *2	79,754
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>999,055</b>	<b>940,356</b>	<b>738,656</b>
Capital Outlay	72,926	134,100	147,200
Interfund Expenditures	547,787	597,600	595,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,044,667</b>	<b>17,116,569</b>	<b>16,500,481</b>

\*1 Includes reduced funding of \$58,300 for animal control services.

\*2 Includes limited-period funding of \$201,700 for animal control capital costs.

\*3 Transferred \$41,900 funding for Reserve wages to the Special Operations program.

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Fines & Forfeitures	\$ 746,504	676,380	817,100
Local Intergovernmental Revenue	96,715	5,000	5,000
State Intergovernmental Revenue	159,730	130,000	130,000
General Service Charges	76,945	51,000	55,000
Miscellaneous Revenue	30,960	25,000	30,000
<b>TOTAL REVENUES</b>	<b>\$ 1,110,854</b>	<b>887,380</b>	<b>1,037,100</b>

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## POLICE – SPECIAL OPERATIONS PROGRAM SUMMARY

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### PROGRAM MANAGER – SPECIAL OPERATIONS CAPTAIN

#### PROGRAM OVERVIEW

The Special Operations Division is responsible for reducing and solving crime through prevention, intervention, investigation, and suppression activities; supporting patrol; providing Police services for schools and special events; coordination of personnel and functions; coordinating victim services; and providing technical support services. Within this division resides Investigations which includes: Specialized Suppression which addresses narcotic, vice, burglary, fraud, auto theft, and high-tech crimes; and Person Crimes which addresses violent crimes, sexual predators, crimes against children, and missing persons. Also residing in this division is Special Services which includes: Youth Services which provides school resources, juvenile diversion, and gang-suppression activities; Operational Services which manages special events, training, permits, and Reserve Officers; Personnel Services; Property and Evidence which is responsible for the collection and safekeeping of property and evidence taken into department custody.

#### MAJOR PROGRAM CHANGES

- General Operating Fund:

Amphitheater/Special Events:	\$67,800
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Provides increased funding for Reserve Officer and Police Officer pay to work Amphitheatre and Special Events. Amphitheatre events are fully cost-recovered and include a 15 percent administrative fee.

- Shoreline Regional Park Community Fund:

Amphitheater Patrol Costs:	\$14,000
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Provides increased funding for patrol costs related to patrolling the A/B lots and other areas outside the Amphitheater during concerts.

MAH/9/BUD/LHP-310-04 FY2014-15

**POLICE - SPECIAL OPERATIONS  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	28	27 *1	32 *2
Total Part-Time Hourly	0.45	0.45	0.45
<b>TOTAL POSITIONS</b>	<b>28.45</b>	<b>27.45</b>	<b>32.45</b>

\*1 Transferred one Police Lieutenant position to the Field Operations program.

\*2 Transferred two Police Lieutenant positions and three Police Officer positions from the Field Operations program.

EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 4,422,919	4,220,981	4,999,760 *1
Wages	85,088	23,010	78,321 *1
Benefits	1,969,337	1,932,119	2,323,726
<b>TOTAL PERSONNEL</b>	<b>6,477,344</b>	<b>6,176,110</b>	<b>7,401,807</b>
Materials and Supplies	120,751	150,498	150,498
Maintenance and Operations	5,353	5,830	5,830
Utilities	2,654	0	0
Professional/Technical Svcs	151,868	170,523	170,523
Other Expenses	172,952	158,802	158,802
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>453,578</b>	<b>485,653</b>	<b>485,653</b>
Capital Outlay	3,361	138,500	0
Interfund Expenditures	136,178	93,500	116,900
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,070,461</b>	<b>6,893,763</b>	<b>8,004,360</b>

\*1 Includes increased fundings of \$67,800 for Amphitheatre/special events and \$14,000 for Amphitheatre patrol costs. Also transferred \$41,900 funding for Reserve wages from the Field Operations program.

REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Local Intergovernmental Revenue	\$ 208,023	190,000	190,000
State Intergovernmental Revenue	33,526	0	0
Federal Intergovernmental Revenue	4,930	0	0
Miscellaneous Revenue	560,018	381,000	505,000 *1
<b>TOTAL REVENUES</b>	<b>\$ 806,497</b>	<b>571,000</b>	<b>695,000</b>

\*1 Includes increased revenue of \$124,000 for Amphitheatre event reimbursements.

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## POLICE – PUBLIC SAFETY SUPPORT SERVICES PROGRAM SUMMARY

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### PROGRAM MANAGER – PUBLIC SAFETY SUPPORT SERVICES CAPTAIN

#### PROGRAM OVERVIEW

The Public Safety Support Services Division is responsible for providing essential administrative and technical services to the Police and Fire Departments. Within this division resides Management and Fiscal Services which is responsible for providing appropriate, accurate, and effective fiscal analyses and administrative support for the Police and Fire Departments; Emergency Communications which answers 9-1-1 and nonemergency calls for public safety, dispatching the most appropriate response of Police, Fire, or ambulances and emergency medical dispatch services; Public Safety Systems which manages the City's various radio systems; and Records which is responsible for record-keeping activities such as filing, indexing, and collecting of records and statistical information, and processing of arrest warrants.

#### MAJOR PROGRAM CHANGES

- General Operating Fund:

City Utility Costs:	\$2,500
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Provides increased funding for City utility services used by City departments.

- General Non-Operating Fund:

Geographic Information Systems (GIS) Mapping Services (rebudget balance):	\$11,500
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Rebudgets the balance available for professional GIS mapping services to update/enhance the relevant layers of the GIS for the Police and Fire Departments' needs.

DMcK/9/BUD/LHP-310-05 FY2014-15

**POLICE - PUBLIC SAFETY SUPPORT SERVICES  
PROGRAM SUMMARY**

POSITIONS	2012-13 ADJUSTED	2013-14 ADOPTED	2014-15 PROPOSED
Total Regular	34.50	34.50	34.50
Total Part-Time Hourly	0.41	0.41	0.41
<b>TOTAL POSITIONS</b>	<b>34.91</b> *1	<b>34.91</b>	<b>34.91</b>
*1 In addition there is a limited-period Public Safety Dispatcher position.			
EXPENDITURES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
Salaries	\$ 3,140,593	3,470,268	3,560,679
Wages	131,427	41,534	43,247
Benefits	1,509,756	1,653,241	1,741,934
<b>TOTAL PERSONNEL</b>	<b>4,781,776</b>	<b>5,165,043</b>	<b>5,345,860</b>
Materials and Supplies	51,043	88,151	88,151
Maintenance and Operations	300,833	404,223 *2	404,223
Utilities	180,542	220,448	222,948 *4
Professional/Technical Svcs	102,258	113,405	113,405
Other Expenses	224,982 *1	140,497 *3	102,513 *5
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>859,658</b>	<b>966,724</b>	<b>931,240</b>
Capital Outlay	929	0	0
Interfund Expenditures	1,953	3,300	3,400
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,644,316</b>	<b>6,135,067</b>	<b>6,280,500</b>
*1 Includes limited-period expenditures for one Public Safety Dispatcher Overhire.			
*2 Includes increased funding of \$10,000 for predictive policing software.			
*3 Includes increased funding of \$12,000 for the Silicon Valley Regional Interoperability Authority and limited-period funding of \$49,500 for GIS mapping services (rebudget).			
*4 Includes increased funding of \$2,500 for City utility increases.			
*5 Includes limited-period funding of \$11,500 for GIS mapping services (rebudget balance).			
REVENUES	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 PROPOSED
General Licenses & Permits	\$ 33,965	36,000	30,500
State Intergovernmental Revenue	1,946	0	0
General Service Charges	26,394	25,210	27,160
Miscellaneous Revenue	140,454	148,870	155,395
<b>TOTAL REVENUES</b>	<b>\$ 202,759</b>	<b>210,080</b>	<b>213,055</b>

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## NOTES

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# **FUND SCHEDULES**

# CITY OF MOUNTAIN VIEW

## OUTLINE OF FUND STRUCTURE AND DESCRIPTION OF FUNDS

### GOVERNMENTAL FUNDS:

#### GENERAL FUND

General Operating (101000)  
Development Services (101102)  
Shoreline Golf Links (213000)

Operations of the City which are not recorded in other funds.  
City's operation of development services.  
City's operation of the municipal golf course.

#### GENERAL FUND RESERVES

Reserves (101103-101135)

Designated for specific purposes or to fund liabilities.

#### SPECIAL REVENUE

Gas Tax (201000)

Expenditures restricted to specific purposes as prescribed by law, primarily road construction, maintenance and certain administrative costs.

Vehicle Registration Fee (VRF) (202000)  
Construction/Conveyance Tax (204000)

Voter approved fee to fund local road improvements and repairs.  
Revenues derived from fees authorized by Mountain View City Code restricted for implementation of the Capital Improvement Program.

Below Market Rate Housing (207000)/Housing  
Impact (207002)/Rental Housing Impact (207003)

Developer fees in-lieu of providing affordable housing and nonresidential development fees restricted to increase/improve the supply of very low to moderate income housing.

Transit Oriented Development (207001)

Developer fees in-lieu of providing certain transit related improvements for an increased development intensity permit.

Redevelopment Obligation  
Retirement (ROR) (210000)  
Downtown Benefit Assessment Districts  
(214000, 214001, 214002)

The ROR fund was for winding down the affairs of the former RDA program, subject to approval by the Oversight Board and the State Department of Finance.  
Operations of a Maintenance Assessment District, a Business Improvement District created for specific areas downtown, and collection of Parking in-lieu fees (restricted for construction of new parking spaces).

Supplemental Law Enforcement Services (221000)

State Supplemental Law Enforcement Services (COPS) grant restricted to fund law enforcement services.

CDBG (222001, 222003)

Federal Community Development Block Grant funds.

Cable Television (231001)

Cable Public, Education and Government (PEG) funds restricted for related expenditures.

Shoreline Regional Park Community  
(258000, 258001, 258002, 258003)

Created by State legislation. Tax increment and other revenue generated by the activities of the Shoreline Community are restricted to the development and support of the Shoreline Community and surrounding North Bayshore Area.

#### CAPITAL PROJECTS

Storm Drain (412000)

Revenues derived from off-site drainage fees authorized by Mountain View City Code Section 28.51 and restricted for storm drainage capital improvements.

Park Land Dedication (413000)

Revenues derived from fees authorized by Chapter 41 of the Mountain View City Code restricted for park and recreation projects.

### PROPRIETARY FUNDS:

#### ENTERPRISE

Water (601000, 601001)

Operation and maintenance of all facilities required to supply, distribute and meter the potable and recycled water.

Wastewater (602000, 602001, 602005)

Operation and maintenance of all facilities required to transport and process wastewater.

Solid Waste Management  
(610000, 610001, 610004, 610005)

Collection, transportation, recycling and disposal services of the City and two of the City's landfill postclosure maintenance activities.

#### INTERNAL SERVICE

Equipment Maintenance &  
Replacement (701000, 701001)

Centralized fleet maintenance services and certain equipment replacement.

Workers' Compensation (751000)

City's workers' compensation self insurance program.

Unemployment (752000)

City's unemployment self insurance program.

Liability (754000)

City's liability self insurance program.

Retirees' Health (756000)

City's retirees' health insurance program.

Employee Benefits (759000)

City's employee benefits self insurance program (vision and other misc benefits).

PROPOSED FISCAL YEAR 2014-15 BUDGET - FUND GROUP SUMMARIES

		BEGINNING BALANCE	REVENUES	TOTAL AVAILABLE	EXPENDI- TURES
<u>GENERAL FUND</u>					
General Operating	\$	0	99,644,236	99,644,236	94,668,199
Development Services		12,628,550	9,355,802	21,984,352	9,370,479
Shoreline Golf Links		0	2,696,100	2,696,100	2,262,904
TOTAL	\$	12,628,550	111,696,138	124,324,688	106,301,582
<u>SPECIAL REVENUE</u>					
Gas Tax	\$	1,722,930	1,942,720	3,665,650	0
Vehicle Registration Fee (VRF)		453,649	417,500	871,149	0
Construction/Conveyance Tax		8,908,212	3,225,100	12,133,312	0
Below Market Rate Housing		16,793,080	225,200	17,018,280	1,820,089
Transit Oriented Development		2,815,597	34,030	2,849,627	0
Housing Impact		6,677,804	65,950	6,743,754	134,042
Rental Housing Impact		2,743,817	18,280	2,762,097	0
Downtown Benefit Assmt Districts		8,317,472	1,138,536	9,456,008	571,147
Supplemental Law Enforcement Serv		37,210	100,000	137,210	110,500
CDBG		68,839	833,611	902,450	1,747,222
Cable Television		734,570	239,970	974,540	220,000
Shoreline Regional					
Park Community		54,382,756	29,405,650	83,788,406	18,216,797
TOTAL	\$	103,655,936	37,646,547	141,302,483	22,819,797
<u>CAPITAL PROJECTS</u>					
Storm Drain	\$	628,111	21,570	649,681	0
Park Land Dedication		37,160,782	361,140	37,521,922	0
TOTAL	\$	37,788,893	382,710	38,171,603	0
<u>ENTERPRISE</u>					
Water	\$	17,150,561	28,487,197	45,637,758	28,264,029
Wastewater		12,086,282	15,941,610	28,027,892	15,260,683
Solid Waste Management		5,054,809	12,095,720	17,150,529	11,984,097
TOTAL	\$	34,291,652	56,524,527	90,816,179	55,508,809
<u>INTERNAL SERVICE</u>					
Equipment Maint & Replacmnt	\$	22,656,891	5,995,958	28,652,849	7,796,316
Workers' Compensation		7,767,611	2,647,110	10,414,721	1,734,900
Unemployment		250,722	181,533	432,255	173,460
Liability		4,880,561	1,455,726	6,336,287	1,455,726
Retirees' Health		348,225	7,741,947	8,090,172	7,726,487
Employee Benefits		360,931	63,610	424,541	113,870
TOTAL	\$	36,264,941	18,085,884	54,350,825	19,000,759
<u>GENERAL FUND RESERVES</u>					
TOTAL	\$	68,294,714	12,124,375	80,419,089	4,114,642
GRAND TOTAL	\$	292,924,686	236,460,181	529,384,867	207,745,589

<u>DEBT SERVICE</u>	<u>CAPITAL PROJECTS</u>	<u>INTRFD TRANSFERS</u>	<u>TOTAL EXPENDI- TURES</u>	<u>OTHER</u>	<u>ENDING BALANCE</u>
0	0	3,279,205	97,947,404	0	1,696,832
0	618,000	2,554,167	12,542,646	0	9,441,706
0	0	430,775	2,693,679	0	2,421
0	618,000	6,264,147	113,183,729	0	11,140,959
0	848,000	1,256,100	2,104,100	0	1,561,550
0	439,000	0	439,000	0	432,149
1,011,525	5,584,000	0	6,595,525	0	5,537,787
0	0	27,270	1,847,359	(5,882,130)	9,288,791
0	0	0	0	0	2,849,627
0	0	14,262	148,304	0	6,595,450
0	0	0	0	0	2,762,097
0	75,000	108,722	754,869	(5,977,334)	2,723,805
0	0	2,000	112,500	0	24,710
0	0	0	1,747,222	963,610	118,838
0	0	0	220,000	0	754,540
6,330,618	3,011,000	2,521,584	30,079,999	(7,900,000)	45,808,407
7,342,143	9,957,000	3,929,938	44,048,878	(18,795,854)	78,457,751
0	154,000	0	154,000	0	495,681
0	4,503,000	0	4,503,000	(10,630,056)	22,388,866
0	4,657,000	0	4,657,000	(10,630,056)	22,884,547
631,450	2,881,000	429,867	32,206,346	(4,975,827)	8,455,585
0	2,417,000	201,163	17,878,846	(5,267,554)	4,881,492
0	295,000	144,747	12,423,844	(2,735,800)	1,990,885
631,450	5,593,000	775,777	62,509,036	(12,979,181)	15,327,962
0	84,000	36,751	7,917,067	(20,522,419)	213,363
0	0	0	1,734,900	(6,793,831)	1,885,990
0	0	0	173,460	0	258,795
0	0	500,000	1,955,726	(1,897,377)	2,483,184
0	0	0	7,726,487	0	363,685
0	0	0	113,870	0	310,671
0	84,000	536,751	19,621,510	(29,213,627)	5,515,688
201,947	130,000	7,094,094	11,540,683	(16,245,828)	52,632,578
8,175,540	21,039,000	18,600,707	255,560,836	(87,864,546)	185,959,485

GENERAL OPERATING FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Property Taxes	\$ 28,122,360	30,148,400	31,088,330	33,782,100
Sales Tax	16,744,001	17,268,200	17,109,200	17,607,780
Other Local Taxes	12,014,783	12,009,200	13,166,110	13,643,640
Use of Money & Property Licenses, Permits & Fees/ Fines & Forfeitures	10,782,942	10,605,302	10,632,817	10,662,679
Intergovernmental	5,909,794	5,727,050	5,889,690	5,434,120
Charges for Services	665,393	558,944	684,290	560,050
Miscellaneous Revenue	4,438,232	4,168,066	4,778,435	2,540,960
Interfund Revenues & Transfers	2,459,051	1,509,829	2,161,277	1,641,227
Loan Repayments	13,780,459	13,678,385	13,588,130	13,771,680
	1,894,254	1,894,250	1,894,250	0
Total	<u>96,811,269</u>	<u>97,567,626</u>	<u>100,992,529</u>	<u>99,644,236</u>
Expenditures and Uses of Funds:				
Operations:				
Salaries and Benefits	74,561,266	78,722,319	76,621,692	78,816,523
Supplies and Services	13,413,537	14,244,377	14,280,395	14,539,658
Capital Outlay	178,283	310,400	513,990	309,800
Self Insurance	2,751,135	2,564,419	2,564,419	3,002,218
Transfer to Equip Replace Res	2,136,625	2,234,924	2,234,924	2,279,205
Projected Operating Budget Savings	0	(2,800,000)	0	(2,000,000)
Total	<u>93,040,846</u>	<u>95,276,439</u>	<u>96,215,420</u>	<u>96,947,404</u>
Revenues and Sources Over (Under) Expenditures and Uses	3,770,423	2,291,187	4,777,109	2,696,832
Transfer to General Non-Oper Fund	(2,970,423)	0	(4,557,109)	0
Transfer to General Fund Reserve	(800,000) <sup>(1)</sup>	0	(220,000) <sup>(1)</sup>	0
Transfer to OPEB Trust	0	0	0	(1,000,000)
Beginning Balance, July 1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Balance, June 30 <sup>(2)</sup>	<u>\$ 0</u>	<u>2,291,187</u>	<u>0</u>	<u>1,696,832</u>

(1) Funding to bring the General Fund Reserve to the policy level of 25% of adopted expenditures.

(2) Balance less any reserves for encumbrances and changes in assets and liabilities, is transferred to various reserves after the end of the fiscal year.

The General Operating Fund accounts for the operations of the City which are not recorded in other funds. Effective with Fiscal Year 2014-15 all development related activities are being consolidated into the Development Services Fund to more accurately align all development related revenues and expenditures. Previously, only Building related services were segregated in the Building Services Fund.

GENERAL FUND: DEVELOPMENT SERVICES

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 165,025	125,830	166,960	113,250
Licenses & Permits	4,187,401	3,955,700	4,996,800	4,977,720
Charges for Services	2,456,656	2,110,100	2,366,020	4,214,832
Other Revenues	887	0	0	50,000
Total	<u>6,809,969</u>	<u>6,191,630</u>	<u>7,529,780</u>	<u>9,355,802</u>
Expenditures and Uses of Funds:				
Operations	3,551,751	5,042,671	5,188,826	8,617,319
Capital Projects	9,000	88,000	88,000	618,000
General Fund Administration	713,459	720,600	720,600	642,070
Other Funds Administration	32,533	32,860	32,860	33,190
Self Insurance	33,889	34,900	34,900	77,900
Retirees' Health Unfunded Liability	102,165	0	0	579,018
Transfer to General Non-Operating	0	0	0	1,521,240
Transfer to Reserve for Future CIP	0	0	0	350,000
Transfer to Compensated Absence Res	0	0	0	62,000
Transfer to Equip Replace Res	30,380	36,327	36,327	41,909
Transfer to Workers' Compensation	0	22,500	22,500	0
Total	<u>4,473,177</u>	<u>5,977,858</u>	<u>6,124,013</u>	<u>12,542,646</u>
Revenues and Sources Over (Under) Expenditures and Uses	2,336,792	213,772	1,405,767	(3,186,844)
Beginning Balance, July 1	<u>8,885,991</u>	<u>11,222,783</u>	<u>11,222,783</u>	<u>12,628,550</u>
Ending Balance, June 30	<u>\$ 11,222,783</u>	<u>11,436,555</u>	<u>12,628,550</u>	<u>9,441,706</u>

Effective with Fiscal Year 2014-15 all development related activities are being consolidated into the Development Services Fund to more accurately align all development related revenues and expenditures. Previously, only Building related services were segregated in the Building Services Fund. The City Council has committed the revenues generated from these permits and charges to fund these expenditures.

GENERAL FUND: SHORELINE GOLF LINKS

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Green Fees	\$ 1,479,942	1,735,000	1,758,141	1,841,000
Golf Car/Other Rentals	275,955	285,000	326,810	304,500
Range Revenue	274,816	292,000	304,117	298,500
Retail Sales	190,825	207,000	193,024	207,000
Golf Lessons/Club Repair	12,550	12,000	18,903	20,000
Concessions	3,957	8,000	0	8,000
Other Revenues	38,060	27,800	(330)	17,100
Capital Projects Refunds	3,379	0	0	0
Total	<u>2,279,484</u>	<u>2,566,800</u>	<u>2,600,665</u>	<u>2,696,100</u>
Expenditures and Uses of Funds:				
Operations	1,863,796	2,023,085	2,182,691	2,108,204
Management Fee to Touchstone	102,000	102,000	102,000	102,000
General Fund Administration	64,330	51,970	51,970	51,970
Self Insurance	1,189	1,220	1,220	730
Transfer to Equip Replace Res	208,407	187,323	187,323	202,775
Transfer to Workers' Compensation	0	1,000	1,000	0
Transfer to Compensated Absence	0	0	0	3,000
Total	<u>2,239,722</u>	<u>2,366,598</u>	<u>2,526,204</u>	<u>2,468,679</u>
Revenues and Sources Over (Under) Expenditures and Uses	39,762	200,202	74,461	227,421
Transfer to General Operating Fund	0	(200,255)	(114,223)	(225,000)
Beginning Balance, July 1	<u>0</u>	<u>39,762</u>	<u>39,762</u>	<u>0</u>
Ending Balance, June 30	<u>\$ 39,762</u>	<u>39,709</u>	<u>0</u>	<u>2,421</u>

Shoreline Golf Links includes revenues and expenditures related to the City's operation of the golf course. Effective January 8, 2012 the City entered into an Operating Management Agreement with Touchstone Golf, LLC.

## GAS TAX FUND

### Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 62,100	56,770	51,310	44,220
2103 Funds	716,365	778,000	833,440	868,000
2105 Funds	359,340	329,000	272,680	305,000
2106 Funds	267,729	259,000	214,770	226,000
2107 Funds	352,628	500,000	445,210	492,000
2107.5 Funds	15,000	7,500	7,500	7,500
Capital Projects Refunds	7,653	0	0	0
Total	<u>1,780,815</u>	<u>1,930,270</u>	<u>1,824,910</u>	<u>1,942,720</u>
Expenditures and Uses of Funds:				
Capital Projects	1,272,000	950,000	950,000	848,000
General Fund Administration	16,403	0	0	0
Transfer to General Operating Fund	1,231,430	1,243,700	1,243,700	1,256,100
Total	<u>2,519,833</u>	<u>2,193,700</u>	<u>2,193,700</u>	<u>2,104,100</u>
Revenues and Sources Over (Under) Expenditures and Uses	(739,018)	(263,430)	(368,790)	(161,380)
Beginning Balance, July 1	<u>2,830,738</u>	<u>2,091,720</u>	<u>2,091,720</u>	<u>1,722,930</u>
Ending Balance, June 30	<u>\$ 2,091,720</u>	<u>1,828,290</u>	<u>1,722,930</u>	<u>1,561,550</u>

1. Section 2103 Funds: Expenditure of apportioned funds may be made for any street purpose (including debt service). Funds are apportioned to the City based on population.
2. Section 2105 Funds: Expenditure of apportioned funds may be made for any street purpose and funds apportioned to the City are on a per capita basis.
3. Section 2106 and 2107 Funds: Expenditure of apportioned funds may be made for any street purpose. This includes construction, purchase of right-of-way, or maintenance. Funds are apportioned as follows: (a) 2106: \$4,800 fixed amount and a per capita distribution; (b) 2107: a per capita distribution and interest earnings.
4. Section 2107.5 Funds-Engineering: Funds are required to be used exclusively for engineering and administrative costs associated with streets and roads. The amount of \$7,500 is apportioned to the City based on population.

Expenditures of this fund are restricted for specific purposes as prescribed by law; primarily road construction, maintenance and certain administrative costs. All expenditures are audited by the State Controller's Office.

VEHICLE REGISTRATION FEES (VRF) FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 3,476	2,500	9,600	7,500
Vehicle Registration Fees	<u>420,053</u>	<u>400,000</u>	<u>440,520</u>	<u>410,000</u>
Total	<u>423,529</u>	<u>402,500</u>	<u>450,120</u>	<u>417,500</u>
Expenditures and Uses of Funds:				
Capital Projects	<u>0</u>	<u>420,000</u>	<u>420,000</u>	<u>439,000</u>
Total	<u>0</u>	<u>420,000</u>	<u>420,000</u>	<u>439,000</u>
Revenues and Sources Over (Under) Expenditures and Uses	423,529	(17,500)	30,120	(21,500)
Beginning Balance, July 1	<u>0</u>	<u>423,529</u>	<u>423,529</u>	<u>453,649</u>
Ending Balance, June 30	<u>\$ 423,529</u>	<u>406,029</u>	<u>453,649</u>	<u>432,149</u>

In November 2010 the voters of Santa Clara County approved a measure to increase the Vehicle Registration Fee (VRF) by \$10.00 annually for transportation related projects. These funds will be managed by the Santa Clara County Valley Transportation Authority (VTA) and allocated based on city population and County of Santa Clara road and expressway lane mileage.

CONSTRUCTION TAX - REAL PROPERTY CONVEYANCE TAX FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Real Property Conveyance Tax	\$ 5,202,517	3,000,000	4,899,318	3,000,000
Construction Tax - Other	65,741	4,000	14,970	4,000
Investment Earnings	272,323	221,500	257,891	221,100
Capital Projects Refunds	<u>315,817</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>5,856,398</u>	<u>3,225,500</u>	<u>5,172,179</u>	<u>3,225,100</u>
Expenditures and Uses of Funds:				
Capital Projects	4,636,000	4,353,000	4,411,000	5,584,000
General Fund Administration	28,124	0	0	0
Debt Service	<u>1,011,885</u>	<u>1,013,513</u>	<u>1,012,823</u>	<u>1,011,525</u>
Total	<u>5,676,009</u>	<u>5,366,513</u>	<u>5,423,823</u>	<u>6,595,525</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	180,389	(2,141,013)	(251,644)	(3,370,425)
Beginning Balance, July 1	<u>8,979,467</u>	<u>9,159,856</u>	<u>9,159,856</u>	<u>8,908,212</u>
Ending Balance, June 30	<u>\$ 9,159,856</u>	<u>7,018,843</u>	<u>8,908,212</u>	<u>5,537,787</u>

The Construction Tax and Real Property Conveyance Tax Fund revenues are derived from fees authorized by Mountain View City Code, Sections 29.56 and 29.63 respectively. When a transfer of ownership occurs the Real Property Conveyance Tax is assessed at \$3.30 for each \$1,000 of real property located in the City. All revenues of this fund are restricted for implementation of the City's Capital Improvements Program, including servicing bonds issued in connection with said improvements.

BELOW MARKET RATE HOUSING FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 372,085	285,200	262,320	225,200
Rents & Leases	14,400	14,400	14,400	0
BMR Housing In Lieu Fees	6,257,891	0	1,725,582	0
Other Revenue	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>0</u>
Total	<u>6,644,376</u>	<u>299,600</u>	<u>2,004,302</u>	<u>225,200</u>
Expenditures and Uses of Funds:				
Operations	593,051	2,913,383	4,910,405	1,816,919
Loan-1585 W ECR Afford Studios	328,038	0	0	0
Loan-819 N Rengstorff Afford Studios	3,665,000	0	0	0
Self Insurance	3,092	3,180	3,180	3,170
Retirees' Health Unfunded Liability	14,957	47,915	47,915	18,658
Transfer to Compensated Absences Res	0	0	0	7,000
Transfer to Equip Replace Res	<u>0</u>	<u>1,579</u>	<u>1,579</u>	<u>1,612</u>
Total	<u>4,604,138</u>	<u>2,966,057</u>	<u>4,963,079</u>	<u>1,847,359</u>
Revenues and Sources Over (Under) Expenditures and Uses	2,040,238	(2,666,457)	(2,958,777)	(1,622,159)
Beginning Balance, July 1	17,711,619	19,751,857	19,751,857	16,793,080
Designated for Low-Mod Housing	<u>(10,202,485) *</u>	<u>(8,898,962) *</u>	<u>(5,947,272) *</u>	<u>(5,882,130) *</u>
Ending Balance, June 30	<u>\$ 9,549,372</u>	<u>8,186,438</u>	<u>10,845,808</u>	<u>9,288,791</u>

As authorized by Mountain View City Code section 36.82 the Below Market Rate (BMR) Housing Program requires that 10.0% of all new ownership residential units or parcels within a development be affordable to low and moderate income households. Alternatively, a developer may pay a fee in-lieu of providing these units which will then be used to provide affordable housing approved by the City Council. These revenues are restricted for expenditures related to the provision of low and moderate income housing. The City contracts with the Palo Alto Housing Corporation for administrative support for this program.

\* Represents the balance designated by Council and includes \$6.7 million encumbered as of June 30, 2013 and an estimated \$2.5 million encumbered as of June 30, 2014.

TRANSIT ORIENTED DEVELOPMENT FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 36,998	24,750	38,950	34,030
Transit Oriented Development Fees	<u>2,020,495</u>	<u>0</u>	<u>968,683</u>	<u>0</u>
Total	<u>2,057,493</u>	<u>24,750</u>	<u>1,007,633</u>	<u>34,030</u>
Expenditures and Uses of Funds:				
General Fund Administration	1,354	0	0	0
Capital Projects	<u>40,000</u>	<u>475,000</u>	<u>475,000</u>	<u>0</u>
Total	<u>41,354</u>	<u>475,000</u>	<u>475,000</u>	<u>0</u>
Revenues and Sources Over (Under) Expenditures and Uses	2,016,139	(450,250)	532,633	34,030
Beginning Balance, July 1	<u>266,825</u>	<u>2,282,964</u>	<u>2,282,964</u>	<u>2,815,597</u>
Ending Balance, June 30	\$ <u><u>2,282,964</u></u>	<u><u>1,832,714</u></u>	<u><u>2,815,597</u></u>	<u><u>2,849,627</u></u>

As authorized by Mountain View City Code section 36.64 a developer may apply for a Transit Oriented Development (TOD) Overlay Zone and a TOD permit to increase the development density. A condition of the permit would require the provision of certain transit related improvements. A developer may pay the City in-lieu of providing these improvements.

## HOUSING IMPACT FUND

### Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 50,229	32,780	73,020	65,950
Housing Impact Fees	<u>2,301,088</u>	<u>0</u>	<u>3,445,351</u>	<u>0</u>
Total	<u>2,351,317</u>	<u>32,780</u>	<u>3,518,371</u>	<u>65,950</u>
Expenditures and Uses of Funds:				
Operations	106,851	132,403	139,202	132,332
Self Insurance	1,665	1,710	1,710	1,710
Retirees' Health Unfunded Liab.	6,894	3,127	3,127	8,295
Transfer to Compensated Absences Res	0	0	0	5,000
Transfer to Equip Replace Res	<u>0</u>	<u>948</u>	<u>948</u>	<u>967</u>
Total	<u>115,410</u>	<u>138,188</u>	<u>144,987</u>	<u>148,304</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	2,235,907	(105,408)	3,373,384	(82,354)
Beginning Balance, July 1	<u>1,068,513</u>	<u>3,304,420</u>	<u>3,304,420</u>	<u>6,677,804</u>
Ending Balance, June 30	<u>\$ 3,304,420</u>	<u>3,199,012</u>	<u>6,677,804</u>	<u>6,595,450</u>

In accordance with the Mountain View City Code section 36.91, the Housing Impact Program requires a fee to be imposed on all nonresidential developments. Expenditures are restricted for increasing and improving the supply of very low to moderate income housing.

RENTAL HOUSING IMPACT FUND

Statement of Revenues, Expenditures and Balances

	<u>Audited Actual 2012-13</u>	<u>Adopted Budget 2013-14</u>	<u>Estimated 2013-14</u>	<u>Proposed Budget 2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 7,067	4,580	21,500	18,280
Rental Housing Impact Fees	<u>993,160</u>	<u>0</u>	<u>1,722,090</u>	<u>0</u>
Total	<u>1,000,227</u>	<u>4,580</u>	<u>1,743,590</u>	<u>18,280</u>
Expenditures and Uses of Funds:				
Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Revenues and Sources Over (Under) Expenditures and Uses	1,000,227	4,580	1,743,590	18,280
Beginning Balance, July 1	<u>0</u>	<u>1,000,227</u>	<u>1,000,227</u>	<u>2,743,817</u>
Ending Balance, June 30	\$ <u><u>1,000,227</u></u>	<u><u>1,004,807</u></u>	<u><u>2,743,817</u></u>	<u><u>2,762,097</u></u>

Resolution No. 17748 adopted by the City Council on December 11, 2012 allows for a fee to be imposed on all residential rental developments. Expenditures are restricted for increasing and improving the supply of very low to moderate income rental housing.

REDEVELOPMENT OBLIGATION RETIREMENT FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Property Tax	\$ 1,288,613	1,754,361	283,589	0
Total	<u>1,288,613</u>	<u>1,754,361</u>	<u>283,589</u>	<u>0</u>
Expenditures and Uses of Funds:				
Expenditures	0	30	50	0
General Fund Administration	250,000	175,000	175,000	0
Indebt Pymt to General Non-Oper Fund	<u>1,613,926</u>	<u>1,624,207</u>	<u>1,655,400</u>	<u>0</u>
Total	<u>1,863,926</u>	<u>1,799,237</u>	<u>1,830,450</u>	<u>0</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	(575,313)	(44,876)	(1,546,861)	0
Transfer to Santa Clara County	0	0	(4,183)	0
Beginning Balance, July 1	<u>2,126,357</u>	<u>1,551,044</u>	<u>1,551,044</u>	<u>0</u>
Ending Balance, June 30	\$ <u><u>1,551,044</u></u>	<u><u>1,506,168</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

Effective February 1, 2012, under the Dissolution Act, the Revitalization Authority was dissolved and ceased to exist as a public entity. The Redevelopment Obligation Retirement (ROR) Fund has been established for winding down the affairs of the former Revitalization Authority and accounts for the recognized obligation payments of the former Revitalization Authority. These expenditures are subject to the approval of the Oversight Board for the Successor Agency to the Mountain View Revitalization Authority and the California State Department of Finance.

The 2003 COP's were called on February 1, 2014. A Finding of Completion and the Long-Range Property Management Plan have been approved. The Council has authorized the City Manager to execute a Compensation Agreement and seek approval by all taxing entities. Once all actions have occurred the Successor Agency will be terminated.

DOWNTOWN BENEFIT ASSESSMENT DISTRICTS FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Property Taxes	\$ 426,129	207,400	457,110	534,740
Permit Revenues	167,406	154,000	316,100	316,100
Investment Earnings	85,202	55,680	95,245	82,110
Rents & Leases	47,500	40,000	40,000	0
Homeowner's Tax Exemption	3,127	3,130	2,980	2,980
Maintenance Assessment District	157,966	158,606	153,265	158,606
Parking In Lieu Fees	3,821,904	0	1,885,000	0
Business Improvement District	33,261	44,000	35,758	44,000
Total	<u>4,742,495</u>	<u>662,816</u>	<u>2,985,458</u>	<u>1,138,536</u>
Expenditures and Uses of Funds:				
Operations	132,568	294,626	301,479	477,027
Business Improvement District	33,261	44,000	35,758	44,000
Capital Projects	88,000	0	0	75,000
General Fund Administration	22,437	22,150	22,150	49,270
Loan Repayment	166,289	0	0	0
Self Insurance	832	860	860	850
Transfer to General Operating Fund	108,400	108,400	108,400	108,400
Transfer to Equip Replace Res	608	316	316	322
Total	<u>552,395</u>	<u>470,352</u>	<u>468,963</u>	<u>754,869</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	4,190,100	192,464	2,516,495	383,667
Beginning Balance, July 1	1,610,877	5,800,977	5,800,977	8,317,472
Reserve for Future Parking	(3,709,554)	(3,742,044)	(5,659,064)	(5,714,834)
Reserve for Future Parking Maintenance	<u>(187,500)</u>	<u>(225,000)</u>	<u>(225,000)</u>	<u>(262,500)</u>
Ending Balance, June 30	<u>\$ 1,903,923</u>	<u>2,026,397</u>	<u>2,433,408</u>	<u>2,723,805</u>

The Parking District (District) is a maintenance assessment district in the downtown Castro Street area created to provide and maintain parking lots and structures. In addition to property taxes, an annual assessment is levied on properties in the District. The Mountain View City Code requires that as a condition of approval for any development within the District, the developer or owner shall provide the required off-street parking, pay the parking in-lieu fee or a combination of both. These funds are restricted for the construction of new parking spaces and are accounted for in the Reserve for Future Parking.

The Business Improvement Districts (BID) were created for specific areas of the downtown and are an assessment to the business owners based on the type and size of the business. These funds are utilized for staffing dedicated to the promotion and support of downtown businesses.

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND

Statement of Revenues, Expenditures and Balances

	<u>Audited Actual 2012-13</u>	<u>Adopted Budget 2013-14</u>	<u>Estimated 2013-14</u>	<u>Proposed Budget 2014-15</u>
Revenues and Sources of Funds:				
COPs Grant	\$ 150,562	100,000	86,020	100,000
Total	<u>150,562</u>	<u>100,000</u>	<u>86,020</u>	<u>100,000</u>
Expenditures and Uses of Funds:				
Operations	110,500	110,500	110,500	110,500
Transfer to Compensated Abs Res	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,000</u>
Total	<u>110,500</u>	<u>110,500</u>	<u>110,500</u>	<u>112,500</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	40,062	(10,500)	(24,480)	(12,500)
Beginning Balance, July 1	<u>21,628</u>	<u>61,690</u>	<u>61,690</u>	<u>37,210</u>
Ending Balance, June 30	\$ <u><u>61,690</u></u>	<u><u>51,190</u></u>	<u><u>37,210</u></u>	<u><u>24,710</u></u>

The Supplemental Law Enforcement Services Fund receives revenues from a state grant to counties and cities which is restricted for funding additional front-line law enforcement services. Each city is required to report periodically to an oversight committee in their county.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 0	3,170	3,268	0
Federal Grant	695,143	500,000	585,641	540,596
Home Program	942,860	220,000	795,303	243,015
Loan Repayments	0	50,000	188,207	50,000
Other Revenues	1,087	0	0	0
Total	<u>1,639,090</u>	<u>773,170</u>	<u>1,572,419</u>	<u>833,611</u>
Expenditures and Uses of Funds:				
Operations	203,390	720,000	1,578,708	1,747,222
Capital Projects	153,198	0	0	0
Loans	1,286,667	0	0	0
Total	<u>1,643,255</u>	<u>720,000</u>	<u>1,578,708</u>	<u>1,747,222</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	(4,165)	53,170	(6,289)	(913,611)
Reprogrammed Revenue	0	0	0	963,610
Beginning Balance, July 1	<u>79,293</u>	<u>75,128</u>	<u>75,128</u>	<u>68,839</u>
Ending Balance, June 30	\$ <u><u>75,128</u></u>	<u><u>128,298</u></u>	<u><u>68,839</u></u>	<u><u>118,838</u></u>

The Community Development Block Grant Fund derives its revenues from grants received from the Department of Housing and Urban Development. The intent of the program is to enhance the physical development of the community. Public services are also eligible to a limited extent.

CABLE TELEVISION FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
PEG Fees	\$ 232,409	232,400	238,303	239,970
Total	<u>232,409</u>	<u>232,400</u>	<u>238,303</u>	<u>239,970</u>
Expenditures and Uses of Funds:				
Expenditures	<u>217,921</u>	<u>220,000</u>	<u>195,750</u>	<u>220,000</u>
Total	<u>217,921</u>	<u>220,000</u>	<u>195,750</u>	<u>220,000</u>
Revenues and Sources Over (Under) Expenditures and Uses	14,488	12,400	42,553	19,970
Beginning Balance, July 1	<u>677,530</u>	<u>692,018</u>	<u>692,018</u>	<u>734,570</u>
Ending Balance, June 30	<u>\$ 692,018</u>	<u>704,418</u>	<u>734,570</u>	<u>754,540</u>

Ordinance No. 4.08, adopted on May 13, 2008 amended Chapter 37 of the Mountain View City Code relating to Cable Television franchise regulations in its entirety. Public, Education and Government (PEG) fees collected by the cable providers are restricted for PEG channel support and are not for general use by the City. The City passes a portion of these funds through to the non-profit KMVT for government and public access television services per contractual agreement.

# SHORELINE REGIONAL PARK COMMUNITY FUND

## Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Property Taxes	\$ 29,825,423	26,053,200	30,619,200	28,466,100
Investment Earnings	803,054	629,300	783,830	660,550
Rents & Leases	255,349	205,000	293,530	235,000
Other Revenues	53,229	47,500	72,010	44,000
Capital Projects Refunds	3,514,372	0	0	0
Transfer - Water Fund	3,100,000	0	0	0
Total	<u>37,551,427</u>	<u>26,935,000</u>	<u>31,768,570</u>	<u>29,405,650</u>
Expenditures and Uses of Funds:				
Operations	3,313,066	4,035,734	3,819,176	4,510,047
Intergovernmental Payments	7,961,248	7,269,000	7,591,000	7,374,000
Capital Projects	2,456,000	4,202,000	4,202,000	3,011,000
General Fund Administration	5,647,547	5,638,140	5,638,140	6,228,330
Water Fund Administration	45,773	46,510	46,510	57,850
2001 Tax Alloc Bonds	1,622,085	1,623,425	1,622,735	0
2004 Tax Alloc Bonds	1,728,080	1,720,350	1,719,550	0
2011 Revenue Bonds	3,349,126	3,369,457	3,352,561	3,356,332
2014 Bank Loan	0	0	0	2,974,286
General Fund Loan Repayment	1,894,254	1,894,250	1,894,250	1,894,250
Self Insurance	40,166	41,370	41,370	46,570
Retirees' Health Unfunded Liability	163,384	0	0	401,884
Transfer to Compensated Absences Res	0	0	0	121,000
Transfer to Equip Replace Res	105,418	106,771	106,771	104,450
Transfer to Workers' Compensation	0	19,500	19,500	0
Total	<u>28,326,147</u>	<u>29,966,507</u>	<u>30,053,563</u>	<u>30,079,999</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	9,225,280	(3,031,507)	1,715,007	(674,349)
Beginning Balance, July 1	43,442,469	52,667,749	52,667,749	54,382,756
Strategic Investment/Property Acquisition	(10,000,000)	0	0	0
Reserve	0	(4,600,000)	(4,600,000)	(4,900,000)
Landfill Reserve	0	(2,000,000)	(2,000,000)	(3,000,000)
Ending Balance, June 30	<u>\$ 42,667,749</u>	<u>43,036,242</u>	<u>47,782,756</u>	<u>45,808,407</u>

The State legislature created the Shoreline Regional Park Community (Shoreline Community). Tax increment derived on the difference between the frozen base year value and the current fiscal year assessed value and other revenues generated from the activities of the Shoreline Community are to be utilized to develop and support the Shoreline Community and surrounding North Bayshore Area.

Assessed values are as follows:

		Total Assessed Value	Frozen Base	Tax Increment Value
Actual	2008-09	\$2,129,113,662	\$33,888,148	2,095,225,514
Actual	2009-10	\$2,687,885,150	\$33,888,148	2,653,997,002
Actual	2010-11	\$2,400,761,637	\$33,888,148	2,366,873,489
Actual (Revised)	2011-12	\$2,674,034,129	\$33,888,148	2,640,145,981
Actual	2012-13	\$3,081,050,555	\$33,888,148	3,047,162,407
Actual	2013-14	\$3,094,624,236	\$33,888,148	3,060,736,088
Proposed	2014-15	\$2,761,443,430	\$33,888,148	2,727,555,282

STORM DRAIN CONSTRUCTION FUND

Statement of Revenues, Expenditures and Balances

	<u>Audited Actual 2012-13</u>	<u>Adopted Budget 2013-14</u>	<u>Estimated 2013-14</u>	<u>Proposed Budget 2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 13,734	12,240	13,460	11,570
Existing Facilities & Front Footage	<u>66,454</u>	<u>10,000</u>	<u>81,700</u>	<u>10,000</u>
Total	<u>80,188</u>	<u>22,240</u>	<u>95,160</u>	<u>21,570</u>
Expenditures and Uses of Funds:				
Capital Projects	28,000	253,000	253,000	154,000
General Fund Administration	<u>1,468</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>29,468</u>	<u>253,000</u>	<u>253,000</u>	<u>154,000</u>
Revenues and Sources Over (Under) Expenditures and Uses	50,720	(230,760)	(157,840)	(132,430)
Beginning Balance, July 1	<u>735,231</u>	<u>785,951</u>	<u>785,951</u>	<u>628,111</u>
Ending Balance, June 30	<u>\$ 785,951</u>	<u>555,191</u>	<u>628,111</u>	<u>495,681</u>

The Storm Drain Construction Fund revenues are derived from off-site drainage fees authorized by Mountain View Code Section 28.51. These revenues are restricted for storm drainage projects in the Capital Improvements Program.

PARK LAND DEDICATION FUND

Statement of Revenues, Expenditures and Balances

	<u>Audited Actual 2012-13</u>	<u>Adopted Budget 2013-14</u>	<u>Estimated 2013-14</u>	<u>Proposed Budget 2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 369,251	253,780	465,860	361,140
Construction Fees	13,268,690	0	12,506,422	0
Capital Projects Refunds	90,314	0	1,238	0
Total	<u>13,728,255</u>	<u>253,780</u>	<u>12,973,520</u>	<u>361,140</u>
Expenditures and Uses of Funds:				
Capital Projects	1,563,176	43,000	43,000	4,503,000
General Fund Administration	5,433	0	0	0
Total	<u>1,568,609</u>	<u>43,000</u>	<u>43,000</u>	<u>4,503,000</u>
Revenues and Sources Over (Under) Expenditures and Uses	12,159,646	210,780	12,930,520	(4,141,860)
Beginning Balance, July 1	12,070,616	24,230,262	24,230,262	37,160,782
Designated for Future CIP's	<u>(10,630,056)</u>	<u>(10,630,056)</u>	<u>(10,630,056)</u>	<u>(10,630,056) *</u>
Ending Balance, June 30	<u>\$ 13,600,206</u>	<u>13,810,986</u>	<u>26,530,726</u>	<u>22,388,866</u>

The Park Land Dedication Fund revenues are derived from fees authorized by Chapter 41 of the Mountain View City Code. These revenues are restricted for expenditures for park and recreation projects. Effective in Fiscal Year 1997-98 fees are approved and designated by Council after receipt. As this type of fee is dependent upon subdivision and single lot development, future fee revenue is not projected and budgeted in advance.

\*In addition to the Parkland Dedication fees previously designated by City Council for future projects, the City Council has approved utilization of \$14.1 million of the balance for funding of planned projects in the Proposed Fiscal Year 2014-15 through 2018-19 Capital Improvement Program.

## WATER FUND

### Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 270,078	228,534	285,984	240,910
Water Sales	24,224,250	24,145,173	27,040,127	26,728,017
Recycled Water Sales	523,891	600,000	330,277	600,000
Water Main Extensions	82,024	5,000	10,532	5,000
Other Revenues	894,746	385,000	595,828	400,000
Admin from Shoreline Community	45,773	46,510	46,510	57,850
Admin from Wastewater	204,053	298,530	298,530	226,760
Admin from Solid Waste Management	140,367	191,020	191,020	209,880
Admin from Equipment Maintenance	37,417	78,570	78,570	18,780
Capital Projects Refunds	<u>3,100,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>29,522,599</u>	<u>25,978,337</u>	<u>28,877,378</u>	<u>28,487,197</u>
Expenditures and Uses of Funds:				
Operations	6,307,148	6,736,084	6,336,923	7,023,345
Water Purchased	14,414,162	13,603,276	14,235,878	15,840,046
Capital Projects	2,069,000	2,480,000	2,480,000	2,881,000
General Fund Administration	1,458,155	1,393,840	1,393,840	1,448,540
Depreciation	3,560,518	3,534,930	3,560,518	3,560,518
2004 Water Revenue Bonds	628,017	634,450	634,450	631,450
Recycled Water System Loan Repymt	300,000	300,000	300,000	300,000
Self Insurance	90,726	93,440	93,440	91,580
Transfer to Shoreline Community	3,100,000	0	0	0
Transfer to Graham School Site Maint Res	220,000	220,000	220,000	220,000
Transfer to Equip Replace Res	190,179	204,381	204,381	209,867
Transfer to Workers' Compensation	<u>0</u>	<u>38,000</u>	<u>38,000</u>	<u>0</u>
Total	<u>32,337,905</u>	<u>29,238,401</u>	<u>29,497,430</u>	<u>32,206,346</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	(2,815,306)	(3,260,064)	(620,052)	(3,719,149)
Net Change In Non Current Assets	6,919,847	3,534,930	3,560,518	3,560,518
Beginning Balance, July 1	10,105,554	14,210,095	14,210,095	17,150,561
Reserve	<u>(7,541,922)</u>	<u>(7,675,255)</u>	<u>(7,675,255)</u>	<u>(8,536,345)</u>
Ending Balance, June 30	<u>\$ 6,668,173</u>	<u>6,809,706</u>	<u>9,475,306</u>	<u>8,455,585</u>

The Water Fund accounts for the cost, operation and maintenance of all facilities required to supply, distribute and meter the water used by consumers in the City's service area.

## WASTEWATER FUND

### Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Hazardous Materials Permits	\$ 446,606	425,000	428,032	425,000
Investment Earnings	256,254	230,713	220,523	185,814
Wastewater Charges	13,949,325	14,518,355	14,660,189	15,246,596
Wastewater Main Extensions	82,783	30,000	25,609	30,000
Other Revenues	502,224	30,000	8,097	30,000
Admin from Building Services	23,722	23,960	23,960	24,200
Total	<u>15,260,914</u>	<u>15,258,028</u>	<u>15,366,410</u>	<u>15,941,610</u>
Expenditures and Uses of Funds:				
Operations	3,817,604	4,404,119	3,813,910	4,499,054
Water Quality Control Plant	7,975,939	8,172,719	7,899,662	8,402,736
Capital Projects	1,663,000	2,851,000	2,851,000	2,417,000
General Fund Administration	1,111,867	1,083,070	1,083,070	1,073,320
Water Fund Administration	204,054	298,530	298,530	226,760
Depreciation	1,006,434	1,204,967	1,006,433	1,006,433
Self Insurance	51,130	52,660	52,660	52,380
Transfer to Equip Replace Res	199,293	209,751	209,751	201,163
Transfer to Workers' Compensation	0	79,000	79,000	0
Total	<u>16,029,321</u>	<u>18,355,816</u>	<u>17,294,016</u>	<u>17,878,846</u>
Revenues and Sources Over (Under) Expenditures and Uses	(768,407)	(3,097,788)	(1,927,606)	(1,937,236)
Net Change In Non Current Assets	994,164	1,204,967	1,006,433	1,006,433
Beginning Balance, July 1	12,781,698	13,007,455	13,007,455	12,086,282
Reserves	<u>(5,983,620)</u>	<u>(5,983,620)</u>	<u>(5,983,620)</u>	<u>(6,273,987)</u>
Ending Balance, June 30	<u>\$ 7,023,835</u>	<u>5,131,014</u>	<u>6,102,662</u>	<u>4,881,492</u>

This fund accounts for the operation and maintenance of all facilities (including Mountain View's share of operation costs of the Palo Alto Regional Water Quality Control Plant) required to transport and process wastewater. Chapter 35 of the Mountain View City Code authorizes the collection of a wastewater service charge, a connection charge and an existing facility and front footage charge.

SOLID WASTE MANAGEMENT FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 78,059	61,909	69,764	56,651
Intergovernmental	192,939	155,000	171,938	135,000
Waste Disposal Charges	11,152,517	11,356,368	11,503,668	11,835,079
Other Revenues	90,840	60,000	64,501	60,000
Admin from Building Services	8,811	8,900	8,900	8,990
City Revenues	<u>11,523,166</u>	<u>11,642,177</u>	<u>11,818,771</u>	<u>12,095,720</u>
Recology Revenues	<u>12,060,075</u>	<u>13,528,738</u>	<u>13,509,057</u>	<u>13,679,743</u>
Total	<u>23,583,241</u>	<u>25,170,915</u>	<u>25,327,828</u>	<u>25,775,463</u>
Expenditures and Uses of Funds:				
Operations	3,270,043	3,588,103	3,360,514	3,875,754
Disposal	6,741,589	7,320,153	7,708,692	7,186,874
Capital Projects	253,000	277,000	277,000	295,000
General Fund Administration	565,581	567,860	567,860	438,680
Water Fund Administration	140,367	191,020	191,020	209,880
Depreciation	237,129	251,390	237,129	237,129
Self Insurance	35,553	36,620	36,620	35,780
Retirees' Health Unfunded Liability	19,273	0	0	0
Transfer to Equip Replace Res	133,976	141,203	141,203	144,747
Transfer to Workers' Compensation	0	18,000	18,000	0
City Expenditures	<u>11,396,511</u>	<u>12,391,349</u>	<u>12,538,038</u>	<u>12,423,844</u>
Payments to Recology	<u>12,060,075</u>	<u>13,528,738</u>	<u>13,509,057</u>	<u>13,679,743</u>
Total	<u>23,456,586</u>	<u>25,920,087</u>	<u>26,047,095</u>	<u>26,103,587</u>
Revenues and Sources Over (Under)				
Expenditures and Uses	126,655	(749,172)	(719,267)	(328,124)
Net Change In Non Current Assets	162,203	251,390	237,129	237,129
Beginning Balance, July 1	5,248,089	5,536,947	5,536,947	5,054,809
Reserve	<u>(2,728,370)</u>	<u>(2,965,740)</u>	<u>(2,965,740)</u>	<u>(2,972,929)</u>
Ending Balance, June 30	<u>\$ 2,808,577</u>	<u>2,073,425</u>	<u>2,089,069</u>	<u>1,990,885</u>

The Solid Waste Management Fund accounts for the collection, transportation, recycling and disposal services of the City. It also funds two of the City's landfill post closure maintenance activities. Revenues for payments to Recology (formerly Foothill Disposal) are included for informational purposes only, a budget is not adopted for Recology.

# EQUIPMENT MAINTENANCE AND REPLACEMENT FUND

## Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 332,143	260,190	296,500	262,290
Interfund Service Charges	2,166,024	2,454,200	2,082,145	2,509,900
Other Revenues	50,428	0	77,877	0
Transfer from General Operating Fund	2,136,625	2,234,924	2,234,924	2,279,205
Transfer from Other General Funds	238,787	223,650	223,650	244,684
Transfer from Other Funds	662,588	700,329	700,329	699,879
Total	<u>5,586,595</u>	<u>5,873,293</u>	<u>5,615,425</u>	<u>5,995,958</u>
Expenditures and Uses of Funds:				
Operations	1,964,106	2,190,315	2,022,075	2,227,308
Equipment Purchases	761,794	5,241,168	2,197,578	5,529,468
Capital Projects	0	53,000	53,000	84,000
Water Fund Administration	37,417	78,570	78,570	18,780
Self Insurance	20,214	20,820	20,820	20,760
Transfer to Equip Replace Res	33,114	35,380	35,380	36,751
Transfer to Workers' Compensation	0	9,000	9,000	0
Total	<u>2,816,645</u>	<u>7,628,253</u>	<u>4,416,423</u>	<u>7,917,067</u>
Revenues and Sources Over (Under) Expenditures and Uses	2,769,950	(1,754,960)	1,199,002	(1,921,109)
Net Change In Non Current Assets	(65,387)	11,000	11,000	11,000
Beginning Balance, July 1	18,742,326	21,446,889	21,446,889	22,656,891
Equipment Replacement Reserve	<u>(21,327,387)</u>	<u>(19,450,682)</u>	<u>(22,579,329)</u>	<u>(20,533,419)</u>
Ending Balance, June 30	<u>\$ 119,502</u>	<u>252,247</u>	<u>77,562</u>	<u>213,363</u>

The purpose of this fund is to account for centralized fleet maintenance costs and to charge a proportionate share to all funds utilizing maintenance services. In addition, this fund accounts for certain equipment replacement requirements of the City.

WORKERS' COMPENSATION SELF-INSURANCE FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 82,768	69,300	81,550	87,700
Interfund Service Charges	1,540,624	1,729,880	1,575,620	1,759,410
Transfer from Liability Insurance	0	0	0	500,000
Transfer from Other General Funds	0	1,800,000	1,800,000	300,000
Transfer from Other Funds	0	187,000	187,000	0
Other Revenues	<u>61,692</u>	<u>0</u>	<u>56,107</u>	<u>0</u>
Total	<u>1,685,084</u>	<u>3,786,180</u>	<u>3,700,277</u>	<u>2,647,110</u>
Expenditures and Uses of Funds:				
Expenditures	<u>1,490,378</u>	<u>1,734,900</u>	<u>1,536,906</u>	<u>1,734,900</u>
Total	<u>1,490,378</u>	<u>1,734,900</u>	<u>1,536,906</u>	<u>1,734,900</u>
Revenues and Sources Over (Under) Expenditures and Uses	194,706	2,051,280	2,163,371	912,210
Beginning Balance, July 1	5,409,534	5,604,240	5,604,240	7,767,611
Reserve - Future Claims Payable	<u>(6,793,831)</u>	<u>(6,793,831)</u>	<u>(6,793,831)</u>	<u>(6,793,831)</u>
Ending Balance, June 30	\$ <u>(1,189,591) *</u>	<u>861,689</u>	<u>973,780</u>	<u>1,885,990</u>

The City implemented a self-insurance program for Workers' Compensation benefits on September 7, 1975 as authorized by Council Resolution No. 10581. This program provides for State mandated insurance benefits (salary and medical costs) for employees who are injured on the job.

Financially, this fund is composed of resources for current operating expenditures, future costs of previously incurred injury claims and reserves for catastrophic losses. This fund also provides for the administration of safety and loss prevention programs throughout the City to reduce the probability of incurring future catastrophic claims against the City.

\* The increase in the actuarial valuation as of June 30, 2012 and June 30, 2013 has caused the ending balance to be negative. This was reviewed and the Fiscal Year 2013-14 Adopted Budget includes transfers of \$1.8 million from the General Non-Operating Fund and \$187,000 from Other Funds. Additional funds may be needed to bring the balance to policy level.

UNEMPLOYMENT SELF-INSURANCE FUND

Statement of Revenues, Expenditures and Balances

	<u>Audited Actual 2012-13</u>	<u>Adopted Budget 2013-14</u>	<u>Estimated 2013-14</u>	<u>Proposed Budget 2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 2,255	1,670	2,550	2,280
Interfund Service Charges	<u>151,123</u>	<u>175,927</u>	<u>162,240</u>	<u>179,253</u>
Total	<u>153,378</u>	<u>177,597</u>	<u>164,790</u>	<u>181,533</u>
Expenditures and Uses of Funds:				
Expenditures	<u>105,581</u>	<u>173,460</u>	<u>73,552</u>	<u>173,460</u>
Total	<u>105,581</u>	<u>173,460</u>	<u>73,552</u>	<u>173,460</u>
Revenues and Sources Over (Under) Expenditures and Uses	47,797	4,137	91,238	8,073
Beginning Balance, July 1	<u>111,687</u>	<u>159,484</u>	<u>159,484</u>	<u>250,722</u>
Ending Balance, June 30	<u>\$ 159,484</u>	<u>163,621</u>	<u>250,722</u>	<u>258,795</u>

The City implemented a self-insurance program for unemployment benefits on March 13, 1978 as authorized by Council Resolution No. 11975. This program provides for State and Federal mandated unemployment insurance benefits for employees separated from service with the City.

LIABILITY INSURANCE FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 47,362	38,940	46,320	41,276
Other Revenues	112,796	30,296	27,490	27,960
Interfund Service Charges	<u>1,386,485</u>	<u>1,386,490</u>	<u>1,386,490</u>	<u>1,386,490</u>
Total	<u>1,546,643</u>	<u>1,455,726</u>	<u>1,460,300</u>	<u>1,455,726</u>
Expenditures and Uses of Funds:				
Expenditures	972,795	1,455,726	1,238,790	1,455,726
Transfer to Workers Compensation	<u>0</u>	<u>0</u>	<u>0</u>	<u>500,000</u>
Total	<u>972,795</u>	<u>1,455,726</u>	<u>1,238,790</u>	<u>1,955,726</u>
Revenues and Sources Over (Under) Expenditures and Uses	573,848	0	221,510	(500,000)
Beginning Balance, July 1	4,085,203	4,659,051	4,659,051	4,880,561
Reserve - Future Claims	<u>(1,897,377)</u>	<u>(1,897,377)</u>	<u>(1,897,377)</u>	<u>(1,897,377)</u>
Ending Balance, June 30	<u>\$ 2,761,674</u>	<u>2,761,674</u>	<u>2,983,184</u>	<u>2,483,184</u>

On August 11, 1980, Council approved a self-insurance program for liability insurance effective September 1, 1980. Existing provisions include:

1. \$1.0 million self-insurance retention (SIR).
2. \$4.0 million coverage above the SIR through ACCEL joint powers authority and an additional \$70.0 million purchased excess coverage for a total of \$75.0 million.
3. Claims approval authority to \$30,000. Any claims exceeding \$30,000 require City Council approval.
4. Collision coverage only for certain high-value vehicles.

The City acts as its own agent and controls risk to limit liability loss exposure. There is a \$1.0 million self-insurance retention for each liability incident. The minimum reserve and balance for future claims of \$2.0 million is maintained in accordance with Council policy. Other insurance such as property, flood, earthquake and other coverages are not self-insured and the City purchases insurance policies.

RETIREES' HEALTH PROGRAM INSURANCE FUND

Statement of Revenues, Expenditures and Balances

	Audited Actual <u>2012-13</u>	Adopted Budget <u>2013-14</u>	Estimated <u>2013-14</u>	Proposed Budget <u>2014-15</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 20,617	19,230	17,600	15,460
Other Revenues	18,691	17,460	15,150	10,130
Interfund Service Charges	3,926,022	3,830,755	3,830,755	4,708,502
Transfer from General Fund	0	0	0	1,000,000
Transfer from General Non-Oper Fund	0	0	0	1,000,000
Transfer from Other Funds	306,673	51,042	51,042	1,007,855
Total	<u>4,272,003</u>	<u>3,918,487</u>	<u>3,914,547</u>	<u>7,741,947</u>
Expenditures and Uses of Funds:				
Expenditures	2,755,043	3,066,230	2,901,000	3,006,830
CERBT	<u>1,498,508</u>	<u>833,027</u>	<u>995,947</u>	<u>4,719,657</u>
Total	<u>4,253,551</u>	<u>3,899,257</u>	<u>3,896,947</u>	<u>7,726,487</u>
Revenues and Sources Over (Under) Expenditures and Uses	18,452	19,230	17,600	15,460
Beginning Balance, July 1	<u>312,173</u>	<u>330,625</u>	<u>330,625</u>	<u>348,225</u>
Ending Balance, June 30	<u>\$ 330,625</u>	<u>349,855</u>	<u>348,225</u>	<u>363,685</u>
Balance in CERBT	<u>\$ 71,933,732</u>	<u>72,766,759</u>	<u>82,257,854</u>	<u>86,977,511</u>

This fund was established in Fiscal Year 1985-86 as a self-insurance fund to pay the health insurance premiums of employees retired from the City. Governmental Accounting Standards Board (GASB) issued Statement No. 45, which requires an actuarial valuation be performed bi-ennially to calculate the City's other post employment benefits (OPEB) liabilities. The City implemented GASB Statement No. 45 in Fiscal Year 2007-08 and has chosen to budget the Annual Required Contribution (ARC). The reserve is supplemented as funds become available.

On February 26, 2008 Council approved joining the California Employers Retiree Benefit Trust (CERBT), managed by the California Public Employees Retirement System (PERS) and the City began transferring funds in Fiscal Year 2008-09. As of June 30, 2010 the City had transferred all accumulated reserves to the CERBT and will continue to annually transfer the ARC less Retiree Health premiums.

EMPLOYEE BENEFITS SELF-INSURANCE FUND

Statement of Revenues, Expenditures and Balances

	<u>Audited Actual 2012-13</u>	<u>Adopted Budget 2013-14</u>	<u>Estimated 2013-14</u>	<u>Proposed Budget 2014-2015</u>
Revenues and Sources of Funds:				
Investment Earnings	\$ 5,663	4,820	4,760	4,240
Interfund Service Charges	<u>49,681</u>	<u>58,260</u>	<u>57,340</u>	<u>59,370</u>
Total	<u>55,344</u>	<u>63,080</u>	<u>62,100</u>	<u>63,610</u>
Expenditures and Uses of Funds:				
Expenditures	<u>52,824</u>	<u>112,760</u>	<u>66,820</u>	<u>113,870</u>
Total	<u>52,824</u>	<u>112,760</u>	<u>66,820</u>	<u>113,870</u>
Revenues and Sources Over (Under) Expenditures and Uses	2,520	(49,680)	(4,720)	(50,260)
Beginning Balance, July 1	<u>363,131</u>	<u>365,651</u>	<u>365,651</u>	<u>360,931</u>
Ending Balance, June 30	\$ <u><u>365,651</u></u>	<u><u>315,971</u></u>	<u><u>360,931</u></u>	<u><u>310,671</u></u>

The Employee Benefits Self-Insurance Fund accounts for the City's self-insured vision and other miscellaneous benefits.

PROPOSED 2014-15 BUDGET - SCHEDULE OF INTERFUND TRANSFERS

EXPENDITURES	REVENUES							TOTAL
	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	Internal Service Funds	Reserve Funds	
General Operating/ Development Services/ Shoreline Golf Links	225,000			618,000		4,102,907	1,936,240	\$6,882,147
Special Revenue Funds	1,364,500		7,342,143	9,957,000		536,188	2,029,250	21,229,081
Capital Projects Funds				4,657,000				4,657,000
Enterprise Funds			631,450	5,593,000		555,777	220,000	7,000,227
Internal Service Funds				84,000		536,751		620,751
Reserve Funds	750,000		201,947	130,000		1,300,000	5,044,094	7,426,041
<b>TOTAL</b>	\$2,339,500		8,175,540	21,039,000		7,031,623	9,229,584	\$47,815,247

PROPOSED 2014-15 BUDGET - GENERAL FUND RESERVES (1)

Statement of Revenues, Expenditures and Balances

	<u>Unassigned</u>		<u>Committed</u>		
	<u>General Non- Operating Fund</u>	<u>General Fund Reserve</u>	<u>Budget Contingency Reserve</u>	<u>Earned Lease Revenue Reserve</u>	<u>Property Management Reserve</u>
Revenues and Sources of Funds:					
GOF Carryover	\$ 1,696,832	0	0	0	0
Revenue	0	0	0	580,900	0
Transfers	3,415,490	0	0	0	0
Investment Earnings	0	0	0	338,750	0
Total	<u>5,112,322</u>	<u>0</u>	<u>0</u>	<u>919,650</u>	<u>0</u>
Expenditures and Uses of Funds:					
Expenditures	2,824,642	0	0	0	0
Debt Service	0	0	0	0	0
CIP	0	0	0	0	0
Transfers	3,856,000	0	0	750,000	0
Total	<u>6,680,642</u>	<u>0</u>	<u>0</u>	<u>750,000</u>	<u>0</u>
Revenues and Sources Over (under) Expenditures and Uses	(1,568,320)	0	0	169,650	0
Beginning Balance, July 1	6,810,198	24,740,000	5,208,588	753,652	1,600,000
Reserves	<u>(1,296,403)</u>	<u>0</u>	<u>(46,330)</u>	<u>0</u>	<u>0</u>
Ending Balance, June 30	\$ <u><u>3,945,475</u></u>	<u><u>24,740,000</u></u> (5)	<u><u>5,162,258</u></u>	<u><u>923,302</u></u>	<u><u>1,600,000</u></u>

- (1) Governmental fund balances are no longer classified as reserved or unreserved. A new reporting hierarchy is established by GASB Statement No. 54 (Fund Balance Reporting and Governmental Fund Type Definitions) that is based on the extent to which the City is bound to honor constraints on the specific purpose for which amounts in a fund can be spent.
- Restricted - Constraints on expenditures are externally imposed by creditors, grantors, or laws/regulations of other governments or by enabling legislation.
  - Committed - Formal action by the City Council (Council) places the constraint on how the funds can be spent and may only be altered by the same type of Council action. Contractual obligations are included in this category.
  - Assigned - The City's intent to use funds for a specific purpose as expressed by Council or a delegated authority.
  - Unassigned - This is the residual classification for the General Fund.
- (2) Appropriations for Compensated Absences Reserve are on an as needed basis up to the amount of the balance.
- (3) Comprised of a \$5.0 million reserve policy balance plus a \$3.3 million prepaid lease for the Downtown Family Housing project.
- (4) Includes \$5.0 million to fund the Rengstorff Park Community Center Construction project in Fiscal Year 2017-18.
- (5) Up to \$1.0 million to be used for the First Time Homebuyers Program.

Committed					
Graham School Site Maint. Reserve	Capital Improvement Reserve	Open Space Acquisition Reserve	Strategic Property Acquisition Reserve	Child Care Commitment Reserve	Compensated Absences (2)
0	0	0	0	0	0
0	58,667	0	0	201,084	0
220,000	1,706,000	0	0	0	1,400,000
0	0	0	2,488,094	18,558	0
220,000	1,764,667	0	2,488,094	219,642	1,400,000
220,000	0	0	1,070,000	0	0
0	0	0	0	201,947	0
0	130,000	0	0	0	0
0	0	2,488,094	0	0	0
220,000	130,000	2,488,094	1,070,000	201,947	0
0	1,634,667	(2,488,094)	1,418,094	17,695	1,400,000
1,200,000	9,833,182	2,488,094	7,100,000	1,561,000	7,000,000
0	(8,334,222) (3)	0	(5,008,193) (4)	(1,560,680)	0
1,200,000	3,133,627	0	3,509,901	18,015	8,400,000

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## NOTES

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# **CAPITAL IMPROVEMENT PROJECTS**

## **FISCAL YEAR 2014-15 PROPOSED CAPITAL IMPROVEMENT PROGRAM**

The emphasis for the Fiscal Year 2014-15 Capital Improvement Program (CIP) is on the:

- Review, refinement and funding of Fiscal Year 2014-15 projects identified in the Five-Year Capital Plan adopted by the City Council last June.
- Identification and funding of additional new projects for Fiscal Year 2014-15 given anticipated financial and staffing resources, that support City Council goals and priorities, address health and safety concerns, and/or are needed to comply with regulatory requirements.

The CIP is funded from a variety of sources. Some funding sources, such as the CIP Reserve and Construction/Conveyance Tax (C/C Tax) Funds, have no restrictions on their use. Other CIP funding sources must be used for specific purposes (e.g., Water Fund – water system infrastructure and maintenance; Wastewater Fund – sewer system infrastructure and maintenance; Shoreline Community Fund – projects that facilitate development in the City's North Bayshore Area and/or support Shoreline Regional Park operations; Gas Tax Fund – design and construction of roadway improvements, etc.).

While there are no limitations on how CIP Reserve and C/C Tax funds can be used for CIP-related purposes, the amount of money available in these unrestricted funds for capital projects is limited over the CIP planning cycle. In preparing the Fiscal Year 2014-15 CIP proposal, staff assumed there will be \$1.4 million in General Fund carryover funding available to allocate to the CIP Reserve, as well as a \$350,000 reimbursement from the Development Services Fund.

The Fiscal Year 2014-15 CIP is balanced and maintains all fund reserves as required by Council policy. There is an estimated total of \$58,000 of increased annual future operating costs associated with the Fayette Area Park (\$26,000), the 771 Rengstorff Avenue Park (\$24,000), the Permanente Creek Trail - Amphitheatre Parkway Crossing (\$5,000), and the Sailing Lake Access Road (\$3,000).

A list of all of the projects included in the Fiscal Year 2014-15 Proposed CIP and major funding sources follows as listed below:

- Non-Discretionary
- Discretionary
- Amendments to Existing Projects

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# Proposed FY 2014-15 through FY 2018-19 Non-Discretionary Projects

All numbers are in thousands (1,000)

Proj. No.	Proposed Non-Discretionary Projects	Budget				
		2014-15	2015-16	2016-17	2017-18	2018-19
xx-01	Street Resurfacing Program	\$ 861	\$ 879	\$ 897	\$ 914	\$ 932
xx-02	Traffic and Streetlight Improvements	302	322	341	349	356
xx-03	Slurry Seal Program	126	129	131	134	137
xx-04	Water System Improvements	533	544	555	566	577
xx-05	Wastewater System Improvements	149	152	155	158	162
xx-06	Concrete Sidewalk/Curb Repairs	287	293	299	305	311
xx-07	Parks Pathway Resurfacing	78	79	81	82	84
xx-08	Shoreline Pathway, Roadway, Parking Improvements	184	187	191	195	199
xx-09	Forestry Maintenance Program & Street Tree Replanting	299	305	311	317	323
xx-10	Shoreline Landfill Cap Maintenance and Repairs	126	129	131	134	137
xx-11	Developer Reimbursements	116	116	120	120	124
xx-12	Street Lane Line and Legend Repainting	416	54	363	56	378
xx-13	Landfill Gas/Leachate System Repairs & Improvements	126	129	131	134	137
xx-14	Facilities Maintenance Plan	517	527	538	549	559
xx-15	Annual Traffic Studies/NTMP Improvements	126	129	131	134	137
xx-16	Maintenance Agreement for JPB/VTA Transit Center	57	59	60	61	62
xx-17	Shoreline Infrastructure Maintenance	230	234	239	244	249
xx-18	Information Technology Computer Projects	1,011	527	538	550	560
xx-19	Biennial Park Renovations/Improvements	103		108		112
xx-19	Biennial Median Renovations and Roadway Landscape Renovations		70		73	
xx-20	Biennial Good Neighbor Fence Replacements	34		36		37
xx-20	Biennial Real Estate Technical and Legal Services		71		73	
xx-21	Miscellaneous Water Main/Service Line Replacement	2,165	2,415	2,465	2,515	2,565
xx-22	Miscellaneous Storm/Sanitary Sewer Main Replacement	1,495	1,525	1,555	1,585	1,615
xx-23	TDA Projects	180	60	60	60	60
xx-24	Biennial ADA Improvements to City Facilities	86		90		93
xx-24	Biennial Installation of ADA Curb Ramps		62		64	
xx-25	Annual New Energy Conservation Measures	172	88	179	91	187
xx-26	Biennial Tennis Court Resurfacing	80		84		87
xx-26	Biennial PMP Recertification		69		72	
xx-27	Traffic Signal Replacements (Location TBD)		379	387	394	402
	<b>Total: Proposed Non-Discretionary Projects</b>	<b>\$ 9,859</b>	<b>\$ 9,533</b>	<b>\$ 10,176</b>	<b>\$ 9,929</b>	<b>\$ 10,582</b>

## Proposed Non-Discretionary Projects

All numbers are in thousands (1,000)

<b>Project xx-01</b> <b>Street Resurfacing Program</b> Install asphalt concrete and fog seal overlays, raise utilities and monuments.	Sponsor Department:		Public Works Department				
	Category:		Streets and Sidewalks				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		Yes
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>						
	<b>15-01</b>	<b>16-01</b>	<b>17-01</b>	<b>18-01</b>	<b>19-01</b>		
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>		<b>Total</b>
	C/C Tax	\$ 80	\$ 82	\$ 84	\$ 85	\$ 87	\$ 418
	Gas Tax	724	738	753	768	783	3,766
Shoreline Community	57	59	60	61	62	299	
<b>Total</b>	<b>\$ 861</b>	<b>\$ 879</b>	<b>\$ 897</b>	<b>\$ 914</b>	<b>\$ 932</b>	<b>\$ 4,483</b>	

<b>Project xx-02</b> <b>Traffic and Street Light Improvements</b> Replace traffic signal controllers, traffic detector loops, back-up batteries, LED traffic signal lights, radar speed signs, and street light poles. Includes minor modifications to existing traffic signals to improve traffic safety.	Sponsor Department:		Public Works Department					
	Category:		Traffic, Parking and Transportation					
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		TBD	
	<b>Project Number and Fiscal Year</b>							
	<b>15-02</b>		<b>16-02</b>		<b>17-02</b>		<b>18-02</b>	<b>19-02</b>
<b>Funding Sources</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>		
C/C Tax	\$ 276	\$ 295	\$ 312	\$ 319	\$ 326	\$ 1,528		
Shoreline Community	26	27	29	30	30	142		
<b>Total</b>	<b>\$ 302</b>	<b>\$ 322</b>	<b>\$ 341</b>	<b>\$ 349</b>	<b>\$ 356</b>	<b>\$ 1,670</b>		

<b>Project xx-03</b> <b>Slurry Seal Program</b> Apply slurry seal to selected street surfaces and City facility parking lots as required.	Sponsor Department:		Public Works Department				
	Category:		Streets and Sidewalks				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		Yes
	<b>Project Number and Fiscal Year</b>						
<b>Funding Sources</b>	<b>15-03</b>	<b>16-03</b>	<b>17-03</b>	<b>18-03</b>	<b>19-03</b>		
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	
	C/C Tax	\$ 126	\$ 129	\$ 131	\$ 134	\$ 137	\$ 657
<b>Total</b>	<b>\$ 126</b>	<b>\$ 129</b>	<b>\$ 131</b>	<b>\$ 134</b>	<b>\$ 137</b>	<b>\$ 657</b>	

## Proposed Non-Discretionary Projects

All numbers are in thousands (1,000)

<b>Project xx-04</b> <b>Water System Improvements</b> Scheduled replacement of water system components and minor unscheduled improvements to the City's water system.	Sponsor Department:		Public Works Department			
	Category:		Utilities			
	Additional Annual O&M Costs:		None		Prevailing Wage Project?	
					TBD	
		<b>Project Number and Fiscal Year</b>				
		<b>15-04</b>	<b>16-04</b>	<b>17-04</b>	<b>18-04</b>	<b>19-04</b>
<b>Funding Sources</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>
Water Fund	\$ 533	\$ 544	\$ 555	\$ 566	\$ 577	\$ 2,775
<b>Total</b>	<b>\$ 533</b>	<b>\$ 544</b>	<b>\$ 555</b>	<b>\$ 566</b>	<b>\$ 577</b>	<b>\$ 2,775</b>

<b>Project xx-05</b> <b>Wastewater System Improvements</b> Unscheduled improvements/repairs to the City's wastewater collection and pumping system.	Sponsor Department:		Public Works Department				
	Category:		Utilities				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		TBD
	<b>Project Number and Fiscal Year</b>						
	<b>15-05</b>	<b>16-05</b>	<b>17-05</b>	<b>18-05</b>	<b>19-05</b>		
<b>Funding Sources</b>							
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	
Wastewater Fund	\$ 149	\$ 152	\$ 155	\$ 158	\$ 162	\$ 776	
<b>Total</b>	<b>\$ 149</b>	<b>\$ 152</b>	<b>\$ 155</b>	<b>\$ 158</b>	<b>\$ 162</b>	<b>\$ 776</b>	

<b>Project xx-06</b> <b>Concrete Sidewalk/Curb Repairs</b> Replace deteriorated sidewalks and repair concrete curbs, gutters, and sidewalks displaced by street tree growth, and/or failure of City-owned utilities.	Sponsor Department:		Public Works Department				
	Category:		Streets and Sidewalks				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		Yes
	<b>Project Number and Fiscal Year</b>						
	<b>15-06</b>	<b>16-06</b>	<b>17-06</b>	<b>18-06</b>	<b>19-06</b>		
<b>Funding Sources</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	
C/C Tax	\$ 287	\$ 293	\$ 299	\$ 305	\$ 311	\$ 1,495	
<b>Total</b>	<b>\$ 287</b>	<b>\$ 293</b>	<b>\$ 299</b>	<b>\$ 305</b>	<b>\$ 311</b>	<b>\$ 1,495</b>	

## Proposed Non-Discretionary Projects

All numbers are in thousands (1,000)

<b>Project xx-07</b> <b>Parks Pathway Resurfacing</b> Renovate various park pathways within City parks.	Sponsor Department:		Community Services Department				
	Category:		Parks and Recreation				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		TBD
	<b>Project Number and Fiscal Year</b>						
	<b>15-07</b>	<b>16-07</b>	<b>17-07</b>	<b>18-07</b>	<b>19-07</b>		
<b>Funding Sources</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	
C/C Tax	\$ 78	\$ 79	\$ 81	\$ 82	\$ 84	\$ 404	
<b>Total</b>	<b>\$ 78</b>	<b>\$ 79</b>	<b>\$ 81</b>	<b>\$ 82</b>	<b>\$ 84</b>	<b>\$ 404</b>	

<div>Project xx-08</div> <div>Shoreline Pathway, Roadway, Parking Improvements</div> <div>Correct drainage problems and damage due to differential settlement; provide pathway, roadway and parking related improvements.</div>	Sponsor Department:		Community Services Department				
	Category:		Parks and Recreation				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		TBD
	Project Number and Fiscal Year						
	15-08	16-08	17-08	18-08	19-08		
Funding Sources	2014-15	2015-16	2016-17	2017-18	2018-19	Total	
Shoreline Community	\$ 184	\$ 187	\$ 191	\$ 195	\$ 199	\$ 956	
Total	\$ 184	\$ 187	\$ 191	\$ 195	\$ 199	\$ 956	

<b>Project xx-09</b> <b>Forestry Maintenance Program and Street Tree Replanting</b> Contract to prune, remove, stump, purchase and plant approximately 800 to 1,000 medium to large trees within the City. Maintain trees damaged by freezing, disease, drought and other natural causes.	Sponsor Department:		Community Services Department										
	Category:		Parks and Recreation										
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		TBD						
	<b>Project Number and Fiscal Year</b>												
	<b>15-09</b>		<b>16-09</b>		<b>17-09</b>			<b>18-09</b>		<b>19-09</b>			
<b>Funding Sources</b>		<b>2014-15</b>		<b>2015-16</b>		<b>2016-17</b>		<b>2017-18</b>		<b>2018-19</b>		<b>Total</b>	
C/C Tax		\$ 299		\$ 305		\$ 311		\$ 317		\$ 323		\$ 1,555	
<b>Total</b>		<b>\$ 299</b>		<b>\$ 305</b>		<b>\$ 311</b>		<b>\$ 317</b>		<b>\$ 323</b>		<b>\$ 1,555</b>	

## Proposed Non-Discretionary Projects

All numbers are in thousands (1,000)

<div><div>Project xx-10</div><div>Shoreline Landfill Cap Maintenance and Repairs</div><div>Regulatory mandates of the Bay Area Air Quality Management District and the Regional Water Quality Control Board require the City to protect the integrity of the landfill cap and prevent surface emissions by regrading, filling, recompacting, and making other improvements.</div><div>Funding Sources</div></div>	Sponsor Department: Public Works Department		Category: Regulatory Requirements		Additional Annual O&M Costs: None		Prevailing Wage Project? TBD	
	Project Number and Fiscal Year							
	15-10	16-10	17-10	18-10	19-10			
	2014-15	2015-16	2016-17	2017-18	2018-19	Total		
	Solid Waste Fund	\$ 126	\$ 129	\$ 131	\$ 134	\$ 137	\$ 657	
Total	\$ 126	\$ 129	\$ 131	\$ 134	\$ 137	\$ 657		

<div><div>Project xx-11</div><div>Developer Reimbursements</div><div>Construction of street and utility improvements concurrent with private development. Adjacent properties benefiting from street and utility improvements will be required to reimburse the City for the improvements.</div></div>	Sponsor Department:		Public Works Department				
	Category:		Miscellaneous				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		No
	Project Number and Fiscal Year						
Funding Sources	15-11	16-11	17-11	18-11	19-11	Total	
C/C Tax	\$ 29	\$ 29	\$ 30	\$ 30	\$ 31	\$ 149	
Water Fund	29	29	30	30	31	149	
Wastewater Fund	29	29	30	30	31	149	
Storm Drain Construction Fund	29	29	30	30	31	149	
Total	\$ 116	\$ 116	\$ 120	\$ 120	\$ 124	\$ 596	

<div><div>Project xx-12</div><div>Street Lane Line and Legend Repainting</div><div>Annual repainting of City street lane lines and legends.</div></div>	Sponsor Department:		Public Works Department				
	Category:		Streets and Sidewalks				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		Yes
	Project Number and Fiscal Year						
Funding Sources		15-12	16-12	17-12	18-12	19-12	Total
C/C Tax		\$ 416	\$ 54	\$ 363	\$ 56	\$ 378	\$ 1,267
Total		\$ 416	\$ 54	\$ 363	\$ 56	\$ 378	\$ 1,267

## Proposed Non-Discretionary Projects

All numbers are in thousands (1,000)

<b>Project xx-13</b> <b>Landfill Gas/Leachate System Repairs and Improvements</b> Annual repairs and improvements to large components of the landfill gas and leachate system.	Sponsor Department:		Public Works Department				
	Category:		Regulatory Requirements				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		TBD
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>						
	<b>15-13</b>	<b>16-13</b>	<b>17-13</b>	<b>18-13</b>	<b>19-13</b>		
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	
Solid Waste Fund	\$ 126	\$ 129	\$ 131	\$ 134	\$ 137	\$ 657	
<b>Total</b>	<b>\$ 126</b>	<b>\$ 129</b>	<b>\$ 131</b>	<b>\$ 134</b>	<b>\$ 137</b>	<b>\$ 657</b>	

<b>Project xx-14</b> <b>Facilities Maintenance Plan</b> Repair, replace, or maintain City facilities (HVAC, roofs, carpets, plumbing, etc.).	Sponsor Department:		Public Works Department				
	Category:		Facilities				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		TBD
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					<b>Total</b>	
	<b>15-14</b>	<b>16-14</b>	<b>17-14</b>	<b>18-14</b>	<b>19-14</b>		
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>		
C/C Tax	\$ 402	\$ 410	\$ 418	\$ 427	\$ 435	\$ 2,092	
Shoreline Community	115	117	120	122	124	598	
<b>Total</b>	<b>\$ 517</b>	<b>\$ 527</b>	<b>\$ 538</b>	<b>\$ 549</b>	<b>\$ 559</b>	<b>\$ 2,690</b>	

<b>Project xx-15</b> <b>Annual Traffic Studies/NTMP Improvements</b> Funding for traffic calming devices on neighborhood, local, and residential streets in conformance with the Neighborhood Traffic Management Program, and annual contracts with traffic consultants to assist the Traffic Section with neighborhood traffic issues.	Sponsor Department:		Public Works Department				
			Category:		Traffic, Parking and Transportation		
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		TBD
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>						
	<b>15-15</b>	<b>16-15</b>	<b>17-15</b>	<b>18-15</b>	<b>19-15</b>		
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	
C/C Tax	\$ 126	\$ 129	\$ 131	\$ 134	\$ 137	\$ 657	
<b>Total</b>	<b>\$ 126</b>	<b>\$ 129</b>	<b>\$ 131</b>	<b>\$ 134</b>	<b>\$ 137</b>	<b>\$ 657</b>	

**All numbers are in thousands (1,000)**

<b>Project xx-16</b> <b>Maintenance Agreement for JPB/MTA Transit Center</b> Reimbursement of City expenses by JPB/MTA.	Sponsor Department:		Public Works Department			
	Category:		Facilities			
	Additional Annual O&M Costs:		None	Prevailing Wage Project?		No
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					
	<b>15-16</b>	<b>16-16</b>	<b>17-16</b>	<b>18-16</b>	<b>19-16</b>	
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>
Other (Reimbursement)	\$ 57	\$ 59	\$ 60	\$ 61	\$ 62	\$ 299
<b>Total</b>	<b>\$ 57</b>	<b>\$ 59</b>	<b>\$ 60</b>	<b>\$ 61</b>	<b>\$ 62</b>	<b>\$ 299</b>

<b>Project xx-17</b> <b>Shoreline Infrastructure Maintenance</b> Maintenance of water lines, sewer lines, storm drainage system, and water system supplying the sailing lake.	Sponsor Department:		Public Works Department			
	Category:		Utilities			
	Additional Annual O&M Costs:		None		Prevailing Wage Project?	
					TBD	
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					<b>Total</b>
	<b>15-17</b>	<b>16-17</b>	<b>17-17</b>	<b>18-17</b>	<b>19-17</b>	
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	
Shoreline Community	\$ 230	\$ 234	\$ 239	\$ 244	\$ 249	\$ 1,196
<b>Total</b>	<b>\$ 230</b>	<b>\$ 234</b>	<b>\$ 239</b>	<b>\$ 244</b>	<b>\$ 249</b>	<b>\$ 1,196</b>

<b>Project xx-18</b> <b>Information Technology Computer Projects</b> For descriptions of the amendments to the various information technology computer projects, please see the information technology memorandum included in this document.	Sponsor Department:		Finance and Administrative Services Department			
	Category:		Information Technology and Communications			
	Additional Annual O&M Costs:		None	Prevailing Wage Project?		No
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					<b>Total</b>
	<b>15-18</b>	<b>16-18</b>	<b>17-18</b>	<b>18-18</b>	<b>19-18</b>	
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	
C/C Tax	\$ 572	\$ 375	\$ 382	\$ 390	\$ 398	\$ 2,117
Water Fund	121	41	42	43	44	291
Wastewater Fund	105	41	42	43	44	275
Solid Waste Fund	18	35	36	37	37	163
Shoreline Community	98	35	36	37	37	243
Development Services Fund	13	-	-	-	-	13
Equipment Replacement (Fleet Internal Services)	84	-	-	-	-	84
<b>Total</b>	<b>\$ 1,011</b>	<b>\$ 527</b>	<b>\$ 538</b>	<b>\$ 550</b>	<b>\$ 560</b>	<b>\$ 3,186</b>

## Proposed Non-Discretionary Projects

All numbers are in thousands (1,000)

<b>Projects 15-19, 17-19 &amp; 19-19</b> <b>Biennial Park Renovations/Improvements</b> Biennial repairs and improvements to City parks.	Sponsor Department:		Community Services Department			
	Category:		Parks and Recreation			
	Additional Annual O&M Costs:		None		Prevailing Wage Project?	
<b>Projects 16-19 &amp; 18-19</b> <b>Biennial Median Renovations and Roadway Landscape Renovations</b> Biennial repairs and improvements to City landscaped medians and roadway landscaping.						
	<b>Project Number and Fiscal Year</b>					
	<b>15-19</b>	<b>16-19</b>	<b>17-19</b>	<b>18-19</b>	<b>19-19</b>	
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>
<b>Funding Sources</b>						
C/C Tax	\$ 103	\$ 70	\$ 108	\$ 73	\$ 112	\$ 466
<b>Total</b>	<b>\$ 103</b>	<b>\$ 70</b>	<b>\$ 108</b>	<b>\$ 73</b>	<b>\$ 112</b>	<b>\$ 466</b>

<div>Projects 15-20, 17-20 &amp; 19-20 Biennial Good Neighbor Fence (GNF) Replacements</div> <div>Funding to replace fencing between City parks and private property.</div>	Sponsor Department:		Community Services Department				
	Category:		Parks and Recreation				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		No
	Project Number and Fiscal Year						
	15-20		17-20		19-20		
Funding Sources	2014-15	2015-16	2016-17	2017-18	2018-19	Total	
C/C Tax	\$ 34	\$ -	\$ 36	\$ -	\$ 37	\$ 107	
Total	\$ 34	\$ -	\$ 36	\$ -	\$ 37	\$ 107	

<div>Projects 16-20 &amp; 18-20 Biennial Real Estate Technical and Legal Services</div> <div>Funding for appraisals, environmental reports, surveys, and lease preparation/review services for City Real Estate activity.</div>	Sponsor Department:		Public Works Department			
	Category:		Miscellaneous			
	Additional Annual O&M Costs:		None		Prevailing Wage Project?	
					No	
Funding Sources	Project Number and Fiscal Year					Total
		16-20		18-20		
	2014-15	2015-16	2016-17	2017-18	2018-19	
C/C Tax	\$ -	\$ 18	\$ -	\$ 18	\$ -	\$ 36
Shoreline Community	-	8	-	9	-	17
Park Land	-	45	-	46	-	91
Total	\$ -	\$ 71	\$ -	\$ 73	\$ -	\$ 144

## Proposed Non-Discretionary Projects

All numbers are in thousands (1,000)

<b>Project xx-21</b> <b>Miscellaneous Water Main/Service Line Replacement</b> Replace corroded and/or undersized cast iron pipe water mains on various streets. The replacements include water services, fire hydrants and saddle replacements.	Sponsor Department:		Public Works Department				
	Category:		Utilities				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		Yes
	<b>Project Number and Fiscal Year</b>						
	<b>15-21</b>	<b>16-21</b>	<b>17-21</b>	<b>18-21</b>	<b>19-21</b>		
<b>Funding Sources</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	
Water Fund	\$ 2,165	\$ 2,415	\$ 2,465	\$ 2,515	\$ 2,565	\$ 12,125	
<b>Total</b>	<b>\$ 2,165</b>	<b>\$ 2,415</b>	<b>\$ 2,465</b>	<b>\$ 2,515</b>	<b>\$ 2,565</b>	<b>\$ 12,125</b>	

<b>Project xx-22</b> <b>Miscellaneous Storm/Sanitary Sewer Main Replacement</b> Repair and replace storm and sanitary sewer pipes, manholes and systems identified by the City's annual line televising program.	Sponsor Department:		Public Works Department				
	Category:		Utilities				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		Yes
	<b>Project Number and Fiscal Year</b>						
	<b>15-22</b>	<b>16-22</b>	<b>17-22</b>	<b>18-22</b>	<b>19-22</b>		
<b>Funding Sources</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	
Wastewater Fund	\$ 1,495	\$ 1,525	\$ 1,555	\$ 1,585	\$ 1,615	\$ 7,775	
<b>Total</b>	<b>\$ 1,495</b>	<b>\$ 1,525</b>	<b>\$ 1,555</b>	<b>\$ 1,585</b>	<b>\$ 1,615</b>	<b>\$ 7,775</b>	

<b>Projects xx-23</b> <b>TDA Projects</b> Various bike and pedestrian related projects.	Sponsor Department:		Public Works Department			
	Category:		Traffic, Parking and Transportation			
	Additional Annual O&M Costs:		None	Prevailing Wage Project?		Yes
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					<b>Total</b>
	<b>15-23</b>	<b>16-23</b>	<b>17-23</b>	<b>18-23</b>	<b>19-23</b>	
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	
C/C Tax	\$ -	\$ 10	\$ 10	\$ 10	\$ 10	\$ 40
Transportation Development Act (TDA) Funding	180	50	50	50	50	380
<b>Total</b>	<b>\$ 180</b>	<b>\$ 60</b>	<b>\$ 60</b>	<b>\$ 60</b>	<b>\$ 60</b>	<b>\$ 420</b>

## Proposed Non-Discretionary Projects

All numbers are in thousands (1,000)

<b>Projects 15-24, 17-24 &amp; 19-24</b> <b>Biennial ADA Improvements to City Facilities</b> Continuation of efforts to implement ADA improvements at City facilities. Project is now funded every other year.	Sponsor Department:		City Manager's Office/Public Works Department				
	Category:		Regulatory Requirements				
	Additional Annual O&M Costs:	None	Prevailing Wage Project?	TBD/ Yes			
<b>Projects 16-24 &amp; 18-24</b> <b>Biennial Installation of ADA Curb Ramps</b> Install approximately 10 ADA-compliant curb ramps throughout the City.	<b>Project Number and Fiscal Year</b>						
	<b>15-24</b>	<b>16-24</b>	<b>17-24</b>	<b>18-24</b>	<b>19-24</b>		
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	
	<b>Funding Sources</b>						
	C/C Tax	\$ 86	\$ 62	\$ 90	\$ 64	\$ 93	\$ 395
	<b>Total</b>	<b>\$ 86</b>	<b>\$ 62</b>	<b>\$ 90</b>	<b>\$ 64</b>	<b>\$ 93</b>	<b>\$ 395</b>

<b>Project xx-25</b> <b>Annual New Energy Conservation Measures</b> Fund energy conservation efforts in City facilities.	Sponsor Department:		Public Works Department				
	Category:		Facilities				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		TBD
	<b>Project Number and Fiscal Year</b>						
	<b>15-25</b>	<b>16-25</b>	<b>17-25</b>	<b>18-25</b>	<b>19-25</b>		
<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>		
<b>Funding Sources</b>							
C/C Tax	\$ 172	\$ 88	\$ 179	\$ 91	\$ 187	\$ 717	
<b>Total</b>	<b>\$ 172</b>	<b>\$ 88</b>	<b>\$ 179</b>	<b>\$ 91</b>	<b>\$ 187</b>	<b>\$ 717</b>	

<b>Project xx-26</b>			Sponsor Department: Community Services Department					
<b>Biennial Tennis Court Resurfacing</b>			Category: Parks and Recreation					
Periodic routine resurfacing of tennis courts at the following parks: Cuesta, Rengstorff, Cooper, Stevenson, Sylvan and Whisman.			Additional Annual O&M Costs: None		Prevailing Wage Project? Yes			
<b>Funding Sources</b>			<b>Project Number and Fiscal Year</b>					
			<b>15-26</b>		<b>17-26</b>		<b>19-26</b>	
			<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>
C/C Tax			\$ 80	\$ -	\$ 84	\$ -	\$ 87	\$ 251
<b>Total</b>			<b>\$ 80</b>	<b>\$ -</b>	<b>\$ 84</b>	<b>\$ -</b>	<b>\$ 87</b>	<b>\$ 251</b>

## Proposed Non-Discretionary Projects

All numbers are in thousands (1,000)

<b>Projects 16-26 &amp; 18-26</b> <b>Biennial PMP Recertification</b> Field inspection of all arterial and collector streets as required by the Metropolitan Transportation Commission (MTC).		Sponsor Department: Public Works Department  Category: Streets and Sidewalks  Additional Annual O&M Costs: None      Prevailing Wage Project? No				
		Project Number and Fiscal Year				
			16-26		18-26	
Funding Sources		2014-15	2015-16	2016-17	2017-18	2018-19
C/C Tax		\$ -	\$ 69	\$ -	\$ 72	\$ -
<b>Total</b>		<b>\$ -</b>	<b>\$ 69</b>	<b>\$ -</b>	<b>\$ 72</b>	<b>\$ -</b>
						<b>\$ 141</b>

<b>Projects 16-27, 17-27, 18-27 &amp; 19-27</b> <b>Traffic Signal Replacements (Location TBD)</b> Annual project to replace/upgrade one existing traffic signal and controller that are at the end of their useful lives.		Sponsor Department: Public Works Department  Category: Traffic, Parking and Transportation  Additional Annual O&M Costs: None      Prevailing Wage Project? Yes				
		Project Number and Fiscal Year				
			16-27	17-27	18-27	19-27
Funding Sources		2014-15	2015-16	2016-17	2017-18	2018-19
C/C Tax		\$ -	\$ 379	\$ 39	\$ -	\$ -
Gas Tax		\$ -	\$ -	\$ 348	\$ -	\$ -
Vehicle Registration Fee (VRF) - Measure B Funding		\$ -	\$ -	\$ -	\$ 394	\$ 402
<b>Total</b>		<b>\$ -</b>	<b>\$ 379</b>	<b>\$ 387</b>	<b>\$ 394</b>	<b>\$ 402</b>
						<b>\$ 1,562</b>

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# Proposed FY 2014-15 through FY 2018-19 Discretionary Projects

All numbers are in thousands (1,000)

Proj. No.	Proposed Discretionary Projects	Budget				
		2014-15	2015-16	2016-17	2017-18	2018-19
15-27	Drew Avenue Reconstruction	\$ 619				
15-28	Permanente Creek Trail, Rock Street to West Middlefield Road, Design	370				
15-29	Interceptor and Central Trunk Main Rehabilitation, Design	324				
15-30	Parking Technology Implementation	75				
15-31	Modifications to Grant/Phyllis/Martens Intersection	897				
15-32	Shoreline Boulevard Pathway (Villa Street to Wright Avenue), Design	280				
15-33	City Bridge and Culvert Repairs	135				
15-34	Street Lighting Downtown, Assessment and Possible Construction	150				
15-35	Citywide Trash Capture Feasibility Study	125				
15-36	Lower Stevens Creek Levee Improvements Study	275				
15-37	Permanente Creek Trail – Amphitheatre Parkway Crossing, Construction	1,265				
15-38	Sailing Lake Access Road	225				
15-39	Shoreline Boulevard 101 Off-Ramp Modification Feasibility Study	320				
15-40	Facilities Major Planned and Emergency Repairs	665				
15-41	771 Rengstorff Avenue Park, Design	235				
15-42	Rengstorff Park Lighting Improvements	730				
15-43	Rengstorff Park Community Center - Design	2,900				
15-44	Mountain View Veterans Memorial	70				
15-45	Shoreline Golf Links Improvements	139				
15-46	City Hall Security	250				
15-47	East Whisman Precise Plan, EIR and Infrastructure Study	690				
15-48	Green Bike Lane Pilot Project	65				
15-49	Police Department/Library CCTV Replacement	267				

# Proposed FY 2014-15 through FY 2018-19 Discretionary Projects

All numbers are in thousands (1,000)

Proj. No.	Proposed Discretionary Projects	Budget				
		2014-15	2015-16	2016-17	2017-18	2018-19
16-28	Hackett Avenue Reconstruction		631			
16-29	Interceptor Force Trunk Main Rehabilitation, Construction		3,900			
16-30	South Whisman Area Park, Design		835			
16-31	Shoreline Park Irrigation Replacement		1,026			
16-32	Fayette Area Park, Construction		1,650			
16-33	Police/Fire Administration Building Expansion, Design		2,000			
16-34	Regional Public Safety Communications System		150			
16-35	Miscellaneous Bike/Pedestrian Safety Project		300			
16-36	Permanente Creek Trail Extension - West Middlefield Rd to McKelvey Park, Feasibility Study		55			
16-37	Graham Athletic Field Synthetic Turf Replacement		650			
16-38	Shoreline at Mountain View Master Plan		139			
16-39	771 Rengstorff Avenue Park, Construction		1,500			
17-28	Wagner Avenue Reconstruction			644		
17-29	South Whisman Area Park, Construction			4,670		
17-30	Facilities Major Planned and Emergency Repairs			190		
17-31	Police/Fire Radio Replacement			1,700		
17-32	Regional Public Safety Communications System			150		
17-33	Miscellaneous Bike/Pedestrian Safety Project			300		
18-28	Central Sewage Trunk Main Rehabilitation, Construction				3,600	
18-29	Rengstorff Park Community Center - Construction				17,100	
18-30	Regional Public Safety Communications System				150	
19-28	Regional Public Safety Communications System					150
	<b>Total: Proposed Discretionary Projects</b>	<b>\$ 11,071</b>	<b>\$ 12,836</b>	<b>\$ 7,654</b>	<b>\$ 20,850</b>	<b>\$ 150</b>

## Proposed Discretionary Projects

All numbers are in thousands (1,000)

<b>Project 15-27, 16-28 &amp; 17-28 Drew, Hackett, and Wagner Avenue Reconstruction Projects</b> Construction of curbs, gutters and driveway approaches and pavement on these Rex Manor Neighborhood streets. Completion of these projects will conclude a street improvement strategy started in the Fiscal Year 2007-08 CIP to reconstruct 10 residential streets along Burgoyne Street between San Ramon Avenue and Hackett Avenue.	Sponsor Department:		Public Works Department									
	Category:		Streets and Sidewalks									
	Additional Annual O&M Costs:		None	Prevailing Wage Project?		Yes						
	<b>Project Number and Fiscal Year</b>											
	<b>Funding Sources</b>		<b>15-27</b>	<b>16-28</b>	<b>17-28</b>							
		<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>						
		<b>Total</b>										
C/C Tax	\$	56	\$	57	\$	246	\$	-	\$	-	\$	359
Gas Tax		124		178		-		-		-		302
Vehicle Registration Fee (VRF) - Measure B Funding		439		396		398		-		-		1,233
<b>Total</b>	<b>\$</b>	<b>619</b>	<b>\$</b>	<b>631</b>	<b>\$</b>	<b>644</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,894</b>

<div><div>Project 15-28</div><div>Permanente Creek Trail, Rock Street to West Middlefield Road, Design</div><div>Extension of the Permanente Creek Trail from its terminus at Rock Street to West Middlefield Road.</div></div>	Sponsor Department:		Public Works Department			
	Category:		Parks and Recreation			
	Additional Annual O&M Costs:		None		Prevailing Wage Project?	
					No	
Funding Sources	Project Number and Fiscal Year					Total
	15-28					
	2014-15	2015-16	2016-17	2017-18	2018-19	
Shoreline Community	\$ 92	\$ -	\$ -	\$ -	\$ -	\$ 92
Park Land	278	-	-	-	-	278
Total	\$ 370	\$ -	\$ -	\$ -	\$ -	\$ 370

<b>Project 15-29</b> <b>Interceptor and Central Trunk Main - Rehabilitation, Design</b> Design of the Interceptor and Central Trunk Main Rehabilitation construction projects planned for FY 2015-16 and FY 2017-18, respectively.	Sponsor Department:		Public Works Department			
	Category:		Utilities			
	Additional Annual O&M Costs:		None	Prevailing Wage Project?		No
	<b>Project Number and Fiscal Year</b>					
	<b>15-29</b>					
<b>Funding Sources</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>
Wastewater Fund	\$ 324	\$ -	\$ -	\$ -	\$ -	\$ 324
<b>Total</b>	<b>\$ 324</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 324</b>

## Proposed Discretionary Projects

All numbers are in thousands (1,000)

<div><div>Project 15-30</div><div>Parking Technology Implementation</div><div>Placeholder funding for implementation of potential wayfinding and parking guidance technology, and an on-line payment platform. This item is scheduled for City Council discussion during the New Business portion of its May 20, 2014 Regular Meeting.</div></div>	Sponsor Department: Community Development Department					
	Category: Traffic, Parking and Transportation					
	Additional Annual O&M Costs: TBD		Prevailing Wage Project? No			
Funding Sources	Project Number and Fiscal Year					
	15-30					
	2014-15	2015-16	2016-17	2017-18	2018-19	Total
Parking District	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ 75
Total	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ 75

<div><div>Project 15-31</div><div>Modifications to Grant/Phyllis/Martens Intersection</div><div>Pedestrian improvements including shortened pedestrian crossing distances, elimination of free right-turn lanes to reduce vehicle speeds, and replacement of an aging traffic signal with a new signal with a dedicated left-turn movement.</div></div>	Sponsor Department: Public Works Department																					
	Category: Traffic, Parking and Transportation																					
	Additional Annual O&M Costs: None		Prevailing Wage Project? No																			
	<table><tr><th colspan="5">Project Number and Fiscal Year</th></tr><tr><th>15-31</th><th></th><th></th><th></th><th></th><th></th></tr><tr><th>2014-15</th><th>2015-16</th><th>2016-17</th><th>2017-18</th><th>2018-19</th><th>Total</th></tr></table>						Project Number and Fiscal Year					15-31						2014-15	2015-16	2016-17	2017-18	2018-19
Project Number and Fiscal Year																						
15-31																						
2014-15	2015-16	2016-17	2017-18	2018-19	Total																	
Funding Sources																						
Google Funding	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 300																
C/C Tax	597	-	-	-	-	597																
Total	\$ 897	\$ -	\$ -	\$ -	\$ -	\$ 897																

<div><div>Project 15-32</div><div>Shoreline Boulevard Pathway (Villa Street to Wright Avenue), Design</div><div>Design of pathway and connection improvements for bicycles and pedestrians along Shoreline Boulevard between Villa Street and Wright Avenue.</div></div>	Sponsor Department:		Public Works Department																																											
	Category:		Traffic, Parking and Transportation																																											
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		No																																							
	<table><tr><th colspan="5">Project Number and Fiscal Year</th></tr><tr><th>15-32</th><th></th><th></th><th></th><th></th><th></th><th></th></tr><tr><th>2014-15</th><th>2015-16</th><th>2016-17</th><th>2017-18</th><th>2018-19</th><th></th><th>Total</th></tr><tr><td>C/C Tax</td><td>\$ 180</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ 180</td></tr><tr><td>Prometheus Real Estate Group Funding</td><td>100</td><td>-</td><td>-</td><td>-</td><td>-</td><td>100</td></tr><tr><td>Total</td><td>\$ 280</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ 280</td></tr></table>							Project Number and Fiscal Year					15-32							2014-15	2015-16	2016-17	2017-18	2018-19		Total	C/C Tax	\$ 180	\$ -	\$ -	\$ -	\$ -	\$ 180	Prometheus Real Estate Group Funding	100	-	-	-	-	100	Total	\$ 280	\$ -	\$ -	\$ -	\$ -
Project Number and Fiscal Year																																														
15-32																																														
2014-15	2015-16	2016-17	2017-18	2018-19		Total																																								
C/C Tax	\$ 180	\$ -	\$ -	\$ -	\$ -	\$ 180																																								
Prometheus Real Estate Group Funding	100	-	-	-	-	100																																								
Total	\$ 280	\$ -	\$ -	\$ -	\$ -	\$ 280																																								

## Proposed Discretionary Projects

All numbers are in thousands (1,000)

<b>Project 15-33</b> <b>City Bridge and Culvert Repairs</b> Required minor repair work on City bridges as identified in recently completed Caltrans and City inspections.	Sponsor Department:		Public Works Department				
	Category:		Streets and Sidewalks				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		Yes
	<b>Project Number and Fiscal Year</b>						
	<b>15-33</b>						
<b>Funding Sources</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	
C/C Tax	\$ 135	\$ -	\$ -	\$ -	\$ -	\$ 135	
<b>Total</b>	<b>\$ 135</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 135</b>	

<b>Project 15-34</b> <b>Street Lighting Downtown, Assessment and Possible Construction</b> Assessment of lighting levels in the downtown and possible installation of improvements.	Sponsor Department:		Public Works Department									
	Category:		Miscellaneous									
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		No					
	<b>Project Number and Fiscal Year</b>											
	<b>15-34</b>											
<b>Funding Sources</b>		<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>		<b>Total</b>				
C/C Tax	\$	150	\$	-	\$	-	\$	-	\$	-	\$	150
<b>Total</b>	\$	<b>150</b>	\$	<b>-</b>	\$	<b>-</b>	\$	<b>-</b>	\$	<b>-</b>	\$	<b>150</b>

<b>Project 15-35</b> <b>Citywide Trash Capture Feasibility Study</b> Develop a plan to install trash capture devices on the City’s storm drain system to meet requirements of the City’s Regional Stormwater Permit.	Sponsor Department:		Public Works Department				
	Category:		Regulatory Requirements				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		No
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					<b>Total</b>	
	<b>15-35</b>						
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>		
Storm Drain Construction	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ 125	
<b>Total</b>	<b>\$ 125</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125</b>	

## Proposed Discretionary Projects

All numbers are in thousands (1,000)

<div><div>Project 15-36</div><div>Lower Stevens Creek Levee Improvements Study</div><div>Alternatives analysis, geotechnical investigation, and concept design for levee improvements to protect from flooding and sea level rise.</div></div>	Sponsor Department:		Public Works Department				
	Category:		Miscellaneous				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		No
	Project Number and Fiscal Year						
	15-36						
Funding Sources	2014-15	2015-16	2016-17	2017-18	2018-19	Total	
Shoreline Community	\$ 275	\$ -	\$ -	\$ -	\$ -	\$ 275	
Total	\$ 275	\$ -	\$ -	\$ -	\$ -	\$ 275	

<b>Project 15-37</b> <b>Permanente Creek Trail – Amphitheatre Parkway Crossing, Construction</b> Construct improvements to the existing Trail under-crossing at Amphitheatre Parkway.	Sponsor Department:		Public Works Department			
	Category:		Parks and Recreation			
	Additional Annual O&M Costs:		5,000		Prevailing Wage Project?	
					Yes	
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					<b>Total</b>
	<b>15-37</b>					
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	
Shoreline Community	\$ 1,265	\$ -	\$ -	\$ -	\$ -	\$ 1,265
<b>Total</b>	<b>\$ 1,265</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,265</b>

<b>Project 15-38</b> <b>Sailing Lake Access Road</b> Design, permit, and construct drainage and slope stability improvements to the Access Road to limit seepage and improve the levee’s structural capacity.	Sponsor Department:		Public Works Department				
	Category:		Miscellaneous				
	Additional Annual O&M Costs:		3,000		Prevailing Wage Project?		Yes
	<b>Project Number and Fiscal Year</b>						
	<b>15-38</b>						
<b>Funding Sources</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	
Shoreline Community	\$ 225	\$ -	\$ -	\$ -	\$ -	\$ 225	
<b>Total</b>	<b>\$ 225</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 225</b>	

## Proposed Discretionary Projects

All numbers are in thousands (1,000)

<div><div>Project 15-39</div><div>Shoreline Boulevard 101 Off-Ramp Modification Feasibility Study</div><div>Study alternative configurations of the Highway 101 off- and on-ramps at Shoreline Boulevard to serve as a foundation for a subsequent Caltrans Project Study Report.</div></div>	Sponsor Department: Public Works Department																																	
	Category: Traffic, Parking and Transportation																																	
	Additional Annual O&M Costs:		None		Prevailing Wage Project? No																													
	<table><tr><th colspan="5">Project Number and Fiscal Year</th></tr><tr><th>15-39</th><th></th><th></th><th></th><th></th><th></th></tr><tr><th>2014-15</th><th>2015-16</th><th>2016-17</th><th>2017-18</th><th>2018-19</th><th>Total</th></tr><tr><td>Shoreline Community</td><td>\$ 320</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ 320</td></tr><tr><td>Total</td><td>\$ 320</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ 320</td></tr></table>						Project Number and Fiscal Year					15-39						2014-15	2015-16	2016-17	2017-18	2018-19	Total	Shoreline Community	\$ 320	\$ -	\$ -	\$ -	\$ 320	Total	\$ 320	\$ -	\$ -	\$ -
Project Number and Fiscal Year																																		
15-39																																		
2014-15	2015-16	2016-17	2017-18	2018-19	Total																													
Shoreline Community	\$ 320	\$ -	\$ -	\$ -	\$ 320																													
Total	\$ 320	\$ -	\$ -	\$ -	\$ 320																													

<div>Project 15-40 &amp; 17-30</div> <div>Facilities Major Planned and Emergency Repairs</div> <div>Police/Fire Administration Building roof repair; replacement of City Hall conference room furniture and carpeting; and technology upgrades to building HVAC and lighting systems at City Hall, Center for the Performing Arts, Library, Senior Center, and Police/Fire Building.</div>	Sponsor Department: Public Works Department					
	Category: Facilities					
	Additional Annual O&M Costs:		None		Prevailing Wage Project?	
					TBD	
Funding Sources	Project Number and Fiscal Year					Total
	15-40		17-30			
	2014-15	2015-16	2016-17	2017-18	2018-19	
C/C Tax	\$ 665	\$ -	\$ 190	\$ -	\$ -	\$ 855
Total	\$ 665	\$ -	\$ 190	\$ -	\$ -	\$ 855

<b>Project 15-41</b> <b>771 Rengstorff Avenue Park, Design</b> Design of a new park at 771 North Rengstorff Avenue. Design phase includes conducting several public outreach meetings to determine the scope for the park development at the property.	Sponsor Department: Public Works Department					
	Category: Parks and Recreation					
	Additional Annual O&M Costs: None		Prevailing Wage Project?		No	
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					<b>Total</b>
	<b>15-41</b>					
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	
Park Land	\$ 235	\$ -	\$ -	\$ -	\$ -	\$ 235
<b>Total</b>	<b>\$ 235</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 235</b>

## Proposed Discretionary Projects

All numbers are in thousands (1,000)

<b>Project 15-42</b> <b>Rengstorff Park Lighting Improvements</b> Study of the Park’s existing lighting system and electrical service to determine if the existing electrical service can support the additional lights. Design and installation of additional lights throughout the Park to increase lighting and improve safety and security within the Park. Replacement/ installation of new electrical wiring to connect new lights to existing lighting system. Possible grants of \$299,000 (CDBG) and \$236,000 (State Housing Park Grant) would reimburse the Park Land Dedication Fund.	Sponsor Department:		Public Works Department			
	Category:		Parks and Recreation			
	Additional Annual O&M Costs:		None	Prevailing Wage Project?		Yes
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					
	<b>15-42</b>					
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>
	\$ 730	\$ -	\$ -	\$ -	\$ -	\$ 730
	<b>\$ 730</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 730</b>

<div><div>Project 15-43</div><div>Rengstorff Park Community Center - Design</div><div>Design of the remodel and expansion of the existing Community Center. This includes an investigation into the condition of the building’s structural, electrical, and mechanical systems, and the development of architectural building designs, and provisions for maintaining (possibly limited) services during construction.</div></div>	Sponsor Department:		Public Works Department																																		
	Category:		Parks and Recreation																																		
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		No																														
<div><div>Funding Sources</div><table><tr><th colspan="5">Project Number and Fiscal Year</th><th rowspan="2">Total</th></tr><tr><th>15-43</th><th></th><th></th><th></th><th></th></tr><tr><th>2014-15</th><th>2015-16</th><th>2016-17</th><th>2017-18</th><th>2018-19</th><th></th></tr><tr><td>Park Land</td><td>\$ 2,900</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ 2,900</td></tr><tr><td>Total</td><td>\$ 2,900</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ 2,900</td></tr></table></div>							Project Number and Fiscal Year					Total	15-43					2014-15	2015-16	2016-17	2017-18	2018-19		Park Land	\$ 2,900	\$ -	\$ -	\$ -	\$ -	\$ 2,900	Total	\$ 2,900	\$ -	\$ -	\$ -	\$ -	\$ 2,900
Project Number and Fiscal Year					Total																																
15-43																																					
2014-15	2015-16	2016-17	2017-18	2018-19																																	
Park Land	\$ 2,900	\$ -	\$ -	\$ -	\$ -	\$ 2,900																															
Total	\$ 2,900	\$ -	\$ -	\$ -	\$ -	\$ 2,900																															

<div><div>Project 15-44</div><div>Mountain View Veterans Memorial</div><div>Construction of a new veterans memorial at Eagle Park.</div></div>	Sponsor Department:		Public Works Department				
	Category:		Miscellaneous				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		Yes
	Project Number and Fiscal Year						
	14-44						
2014-15	2015-16	2016-17	2017-18	2018-19	Total		
Funding Sources							
C/C Tax	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ 60	
Private Donations	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ 10	
Total	\$ 70	\$ -	\$ -	\$ -	\$ -	\$ 70	

## Proposed Discretionary Projects

All numbers are in thousands (1,000)

<div><div>Project 15-45</div><div>Shoreline Golf Links Improvements</div><div>Refurbishment of fairway bunkers, replacement of rotor sprinklers for the greens, turf improvements, driving range upgrades, and new golf course directional signage.</div></div>	Sponsor Department: Community Services Department																					
	Category: Parks and Recreation																					
	Additional Annual O&M Costs: None		Prevailing Wage Project?		No																	
	<table><tr><th colspan="5">Project Number and Fiscal Year</th></tr><tr><th>15-45</th><th></th><th></th><th></th><th></th><th></th></tr><tr><th>2014-15</th><th>2015-16</th><th>2016-17</th><th>2017-18</th><th>2018-19</th><th>Total</th></tr></table>						Project Number and Fiscal Year					15-45						2014-15	2015-16	2016-17	2017-18	2018-19
Project Number and Fiscal Year																						
15-45																						
2014-15	2015-16	2016-17	2017-18	2018-19	Total																	
Funding Sources																						
Shoreline Community	\$ 139	\$ -	\$ -	\$ -	\$ -	\$ 139																
Total	\$ 139	\$ -	\$ -	\$ -	\$ -	\$ 139																

<div><div><div>Project 15-46</div><div>City Hall Security</div><div>City Hall security improvements to increase safety for the public and city staff.</div></div></div>	Sponsor Department:		Public Works Department				
	Category:		Facilities				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		No
	Project Number and Fiscal Year						
	15-46						
2014-15	2015-16	2016-17	2017-18	2018-19	Total		
Funding Sources							
C/C Tax	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ 250	
Total	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ 250	

<b>Project 15-47</b> <b>East Whisman Precise Plan, EIR and Infrastructure Study</b> Creation of a new transit-oriented Precise Plan for the East Whisman area. The project also includes technical assessments of existing public facilities and utilities (water, sanitary sewer, storm drainage, etc.) to determine their abilities to serve the proposed new development and identify what improvements will be required.	Sponsor Department: Community Development Department					
	Category: Miscellaneous					
	Additional Annual O&M Costs: None		Prevailing Wage Project? No			
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					<b>Total</b>
	<b>15-47</b>					
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	
Water Fund	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ 50
Wastewater Fund	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ 50
Development Services Fund	\$ 590	\$ -	\$ -	\$ -	\$ -	\$ 590
<b>Total</b>	<b>\$ 690</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 690</b>

## Proposed Discretionary Projects

All numbers are in thousands (1,000)

<b>Project 15-48</b> <b>Green Bike Lane Pilot Project</b> This requested pilot project will improve bike safety through the application of green paint to bike lanes in select conflict areas to be determined.	Sponsor Department:		Public Works Department			
	Category:		Traffic, Parking and Transportation			
	Additional Annual O&M Costs:		None		Prevailing Wage Project? No	
	<b>Project Number and Fiscal Year</b>					
<b>Funding Sources</b>	<b>15-48</b>					
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>
Google Funding	\$ 65	\$ -	\$ -	\$ -	\$ -	\$ 65
<b>Total</b>	<b>\$ 65</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65</b>

<b>Project 15-49</b> <b>Police Department/Library CCTV Replacement</b> Replace Police and Library closed circuit television (CCTV) system hardware and software. Expand camera coverage of Police/Fire Administration Building exterior and Police holding facility.	Sponsor Department:		Police Department/Library			
	Category:		Facilities			
	Additional Annual O&M Costs:		TBD		Prevailing Wage Project?	
					No	
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					<b>Total</b>
	<b>15-49</b>					
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	
CIP Reserve	\$ 130	\$ -	\$ -	\$ -	\$ -	\$ 130
C/C Tax	\$ 137	\$ -	\$ -	\$ -	\$ -	\$ 137
<b>Total</b>	<b>\$ 267</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 267</b>

<b>Project 16-29</b> <b>Interceptor Force Trunk Main Rehabilitation, Construction</b> Rehabilitate 4,000 feet of the Interceptor Force Trunk Main between the Sewage Pump Station and the Palo Alto Interceptor Line.	Sponsor Department:		Public Works Department				
	Category:		Utilities				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		Yes
	<b>Project Number and Fiscal Year</b>						
<b>Funding Sources</b>		<b>16-29</b>					
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	
Wastewater Fund	\$ -	\$ 3,900	\$ -	\$ -	\$ -	\$ 3,900	
<b>Total</b>	<b>\$ -</b>	<b>\$ 3,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,900</b>	

## Proposed Discretionary Projects

All numbers are in thousands (1,000)

<b>Project 16-30</b> <b>South Whisman Area Park, Design</b>	Sponsor Department:		Public Works Department			
	Category:		Parks and Recreation			
<b>Project 17-29</b> <b>South Whisman Area Park, Construction</b>	Additional Annual O&M Costs:		TBD	Prevailing Wage Project?		16-30: No 17-29: Yes
Design and construction of a new park in the South Whisman Precise Plan Area.	<b>Project Number and Fiscal Year</b>					
		<b>16-30</b>	<b>17-29</b>			
<b>Funding Sources</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>
Park Land	\$ -	\$ 835	\$ 1,280	\$ -	\$ -	\$ 2,115
Unidentified Funding	-	-	3,390	-	-	3,390
<b>Total</b>	<b>\$ -</b>	<b>\$ 835</b>	<b>\$ 4,670</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,505</b>

<div><div>Project 16-31</div><div>Shoreline Park Irrigation Replacement</div><div>Replace irrigation systems at the North Shore and Beach turf areas and install a new system for the Kite Lot turf.</div></div>	Sponsor Department:		Community Services Department				
	Category:		Utilities				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		No
	Project Number and Fiscal Year						
		16-31					
Funding Sources	2014-15	2015-16	2016-17	2017-18	2018-19	Total	
Shoreline Community	\$ -	\$ 1,026	\$ -	\$ -	\$ -	\$ 1,026	
Total	\$ -	\$ 1,026	\$ -	\$ -	\$ -	\$ 1,026	

<b>Project 16-32</b> <b>Fayette Area Park, Construction</b> Construction of an urban trail and park over the Hetch Hetchy right-of-way between El Camino Real West and Fayette Drive.	Sponsor Department:		Public Works Department			
	Category:		Parks and Recreation			
	Additional Annual O&M Costs:		\$26,000		Prevailing Wage Project?	
					Yes	
	<b>Project Number and Fiscal Year</b>					
		<b>16-32</b>				
<b>Funding Sources</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>
Park Land	\$ -	\$ 1,650	\$ -	\$ -	\$ -	\$ 1,650
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,650</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,650</b>

## Proposed Discretionary Projects

All numbers are in thousands (1,000)

<div><div><div>Project 16-33</div><div>Police/Fire Administration Building Expansion, Design</div><div>Placeholder funding for design of the expansion/renovation of the City’s Police/Fire Administration Building</div></div></div>	Sponsor Department:		Public Works Department				
	Category:		Facilities				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		No
	Project Number and Fiscal Year						
		16-33					
Funding Sources	2014-15	2015-16	2016-17	2017-18	2018-19	Total	
CIP Reserve	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	
Total	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	

<b>Projects 16-34, 17-32, 18-30 &amp; 19-28 Regional Public Safety Communications System</b> Conversion of the City’s Public Safety radio infrastructure in support of the Silicon Valley Regional Interoperability Authority’s (SVRIA’s) Regional Communications System (RCS) project. SVRIA’s RCS project will provide Santa Clara County public safety agencies with a common police, fire, and emergency medical service radio system that is compliant with Project 25 interoperability standards as established by the Federal Communications Commission.	Sponsor Department:		Police Department				
	Category:		Information Technology and Communications				
	Additional Annual O&M Costs:		TBD		Prevailing Wage Project?		No
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					<b>Total</b>	
		<b>16-34</b>	<b>17-32</b>	<b>18-30</b>	<b>19-28</b>		
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>		
CIP Reserve	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 600	
<b>Total</b>	<b>\$ -</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 600</b>	

<b>Projects 16-35 &amp; 17-33</b> <b>Miscellaneous Bike/Pedestrian Safety Project</b> Google funded pedestrian/bicycle safety projects in select conflict areas to be determined.	Sponsor Department:		Public Works Department			
	Category:		Traffic, Parking and Transportation			
	Additional Annual O&M Costs:		TBD		Prevailing Wage Project?	
					TBD	
<b>Funding Sources</b>	<b>Project Number and Fiscal Year</b>					
		<b>16-35</b>	<b>17-33</b>			
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>
Google Funding	\$ -	\$ 300	\$ 300	\$ -	\$ -	\$ 600
<b>Total</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600</b>

## Proposed Discretionary Projects

All numbers are in thousands (1,000)

<div><div>Project 16-36</div><div>Permanente Creek Trail Extension - West Middlefield Rd to McKelvey Park, Feasibility Study</div><div>Feasibility study to extend the Permanente Creek Trail from West Middlefield Road to McKelvey Park.</div></div>	Sponsor Department:		Public Works Department			
	Category:		Parks and Recreation			
	Additional Annual O&M Costs:		None		Prevailing Wage Project?	
					No	
Funding Sources	Project Number and Fiscal Year					Total
	2014-15	2015-16	2016-17	2017-18	2018-19	
Shoreline Community	\$ -	\$ 13	\$ -	\$ -	\$ -	\$ 13
Park Land	\$ -	\$ 42	\$ -	\$ -	\$ -	\$ 42
Total	\$ -	\$ 55	\$ -	\$ -	\$ -	\$ 55

<b>Project 16-37</b> <b>Graham Athletic Field Synthetic Turf Replacement</b> Replace football/soccer field turf at Graham Middle School reaching the end of its expected 10-year life.	Sponsor Department:		Public Works Department				
	Category:		Parks and Recreation				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		Yes
	<b>Project Number and Fiscal Year</b>						
		<b>16-37</b>					
<b>Funding Sources</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	
Graham School Site Maintenance Reserve	\$ -	\$ 650	\$ -	\$ -	\$ -	\$ 650	
<b>Total</b>	<b>\$ -</b>	<b>\$ 650</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 650</b>	

<b>Project 16-38</b> <b>Shoreline at Mountain View Master Plan</b> Update existing Master Plan and recommend new guidelines for traffic control, parking, way-finding signage, trail signage, interpretive signage, and improvements to the park entrance at the gatehouse.	Sponsor Department:		Community Services Department				
	Category:		Parks and Recreation				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		No
	<b>Project Number and Fiscal Year</b>						
		<b>16-38</b>					
<b>Funding Sources</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	
Shoreline Community	\$ -	\$ 139	\$ -	\$ -	\$ -	\$ 139	
<b>Total</b>	<b>\$ -</b>	<b>\$ 139</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 139</b>	

## Proposed Discretionary Projects

All numbers are in thousands (1,000)

<b>Project 16-39</b> <b>771 Rengstorff Avenue Park, Construction</b> Construction of a new City park at 771 North Rengstorff Avenue, which will include the planning and relocation of the Immigrant House.	Sponsor Department:		Public Works Department			
	Category:		Parks and Recreation			
	Additional Annual O&M Costs:		\$24,000		Prevailing Wage Project?	
					Yes	
	<b>Project Number and Fiscal Year</b>					
		<b>16-39</b>				
<b>Funding Sources</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>
Park Land	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>

<b>Project 17-31</b> <b>Police/Fire Radio Replacement</b> Placeholder funding for the replacement of Police and Fire Department radios in conjunction with the City’s support of SVRIA’s RCS project (see Project 16-34, above). New RCS-compatible radios are needed to enable communications regionally with other Santa Clara County	Sponsor Department:		Police Department				
	Category:		Information Technology and Communications				
	Additional Annual O&M Costs:		TBD		Prevailing Wage Project? No		
	<b>Project Number and Fiscal Year</b>						
<b>Funding Sources</b>	<b>2014-15</b>	<b>2015-16</b>	<b>17-31</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>
C/C Tax	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
Equipment Replacement	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ -	\$ 700
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,700</b>

<b>Project 18-28</b> <b>Central Sewage Trunk Main Rehabilitation, Construction</b> Rehabilitate 2,500 feet of the Central Sewage Trunk Main between the Sewage Pump Station and Highway 101.	Sponsor Department:		Public Works Department				
	Category:		Utilities				
	Additional Annual O&M Costs:		None		Prevailing Wage Project?		Yes
	<b>Project Number and Fiscal Year</b>						
<b>Funding Sources</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>	
Wastewater Fund	\$ -	\$ -	\$ -	\$ 3,600	\$ -	\$ 3,600	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,600</b>	<b>\$ -</b>	<b>\$ 3,600</b>	

## Proposed Discretionary Projects

All numbers are in thousands (1,000)

<div>Projects 18-29</div> <div>Rengstorff Park Community Center - Construction</div> <div>Construction of the remodel and expansion of the existing Community Center. This will include building construction, site work, a traffic signal, inspection, construction management, and other construction-related costs.</div>	Sponsor Department:		Public Works Department				
	Category:		Parks and Recreation				
	Additional Annual O&M Costs:		TBD		Prevailing Wage Project?		Yes
Funding Sources	Project Number and Fiscal Year					Total	
				18-29			
	2014-15	2015-16	2016-17	2017-18	2018-19		
Park Land	\$ -	\$ -	\$ -	\$ 10,811	\$ -	\$ 10,811	
Strategic Property Acquisition Reserve	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	
FY 2018-19 Park Land Dedication Fund Allocation	\$ -	\$ -	\$ -	\$ 1,289	\$ -	\$ 1,289	
Total	\$ -	\$ -	\$ -	\$ 17,100	\$ -	\$ 17,100	

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# Proposed Fiscal Year 2014-15 Amendments to Existing Projects

All numbers are in thousands (1,000)

Project No.	Proposed Amendments	Budget
08-18	Information Technology Computer Projects	\$ (97)
10-18	Information Technology Computer Projects	\$ (40)
12-18	Information Technology Computer Projects	\$ 75
14-27	Tennis Court Resurfacing at Cooper, Stevenson, Sylvan, and Whisman	\$ 79
13-28	Dana Street Reconstruction	\$ 149
13-36	Fayette Area Park, Design	\$ 360
10-35	Create Zero Waste Action Plan	\$ 15
14-33	Interceptor Force Trunk Main - Manhole Construction, Inspection and Cleaning	\$ 280
	<b>Total: Proposed Amendments to Existing Projects</b>	<b>\$ 821</b>

## Amendments to Existing Projects

All numbers are in thousands (1,000)

<b>Project 08-18</b> <b>Information Technology Computer Projects</b> For descriptions of the amendments to the various information technology computer projects, please see the information technology memorandum included in this document.	Sponsor Department: Finance and Administrative Services Department		
	Category: Information Technology and Communications		
	Additional Annual O&M Costs: None		Prevailing Wage Project? No
<b>Funding Sources</b>	<i>FY 2013-14 Total Project Funding</i>	<b>Increased/(Decreased) Funding for FY 2014-15</b>	<i>FY 2014-15 Total Project Funding</i>
CIP Reserve	\$ 85	\$ -	\$ 85
C/C Tax	218	(55)	163
Water Fund	174	(12)	162
Wastewater Fund	169	(10)	159
Solid Waste Fund	30	(5)	25
Shoreline Community	31	(15)	16
<b>Total</b>	\$ 707	\$ (97)	\$ 610

<b>Project 10-18</b> <b>Information Technology Computer Projects</b> For descriptions of the amendments to the various information technology computer projects, please see the information technology memorandum included in this document.	Sponsor Department: Finance and Administrative Services Department		
	Category: Information Technology and Communications		
	Additional Annual O&M Costs: None		Prevailing Wage Project? No
<b>Funding Sources</b>	<i>FY 2013-14 Total Project Funding</i>	<b>Increased/(Decreased) Funding for FY 2014-15</b>	<i>FY 2014-15 Total Project Funding</i>
C/C Tax	115	-	115
Water Fund	125	(20)	105
Wastewater Fund	125	(20)	105
Solid Waste Fund	33	-	33
Shoreline Community	33	-	33
<b>Total</b>	\$ 431	\$ (40)	\$ 391

## Amendments to Existing Projects

All numbers are in thousands (1,000)

<b>Project 12-18</b> <b>Information Technology Computer Projects</b> For descriptions of the amendments to the various information technology computer projects, please see the information technology memorandum included in this document.	Sponsor Department: Finance and Administrative Services Department		
	Category: Information Technology and Communications		
	Additional Annual O&M Costs: None		Prevailing Wage Project? No
<b>Funding Sources</b>	<i>FY 2013-14 Total Project Funding</i>	<b>Increased/(Decreased) Funding for FY 2014-15</b>	<i>FY 2014-15 Total Project Funding</i>
C/C Tax	\$ 436	\$ 15	\$ 451
Water Fund	93	15	108
Wastewater Fund	84	15	99
Solid Waste Fund	29	15	44
Shoreline Community	94	-	94
Downtown Revitalization Authority	8	-	8
Development Services Fund	41	15	56
General Fund Reserve	15	-	15
<b>Total</b>	\$ 800	\$ 75	\$ 875

<b>Project 14-27</b> <b>Tennis Court Resurfacing at Cooper, Stevenson, Sylvan, and Whisman</b> Additional funding for more extensive tennis court resurfacing work and other improvements to surrounding asphalt areas.	Sponsor Department: Community Services Department		
	Category: Parks and Recreation		
	Additional Annual O&M Costs: None		Prevailing Wage Project? Yes
<b>Funding Sources</b>	<i>FY 2013-14 Total Project Funding</i>	<b>Increased/(Decreased) Funding for FY 2014-15</b>	<i>FY 2014-15 Total Project Funding</i>
C/C Tax	\$ 79	\$ 79	\$ 158
<b>Total</b>	\$ 79	\$ 79	\$ 158

## Amendments to Existing Projects

All numbers are in thousands (1,000)

<b>Project 13-28</b> <b>Dana Street Reconstruction</b> Additional funding for the existing West Dana Street reconstruction project to provide a safe pedestrian route to Mariposa Park from the adjacent neighborhood. Additional outside design services are required.		Sponsor Department: Public Works Department  Category: Streets and Sidewalks  Additional Annual O&M Costs: None      Prevailing Wage Project? Yes	
Funding Sources	<i>FY 2013-14 Total Project Funding</i>	Increased/(Decreased) Funding for FY 2014-15	<i>FY 2014-15 Total Project Funding</i>
C/C Tax	\$ 20	\$ 149	\$ 169
Gas Tax	\$ 205	\$ -	205
<b>Total</b>	\$ 225	\$ 149	\$ 374

<b>Project 13-36</b> <b>Fayette Area Park, Design</b> Additional funding to complete design of an urban trail and park over the Hetch Hetchy right-of-way between El Camino Real West and Fayette Drive. The existing project only funds the conceptual design of the trail/park. The additional funding will allow for the preparation of full construction documents.		Sponsor Department: Public Works Department  Category: Parks and Recreation  Additional Annual O&M Costs: None      Prevailing Wage Project? No	
Funding Sources	<i>FY 2013-14 Total Project Funding</i>	Increased/(Decreased) Funding for FY 2014-15	<i>FY 2014-15 Total Project Funding</i>
Park Land	\$ 200	\$ 360	\$ 560
<b>Total</b>	\$ 200	\$ 360	\$ 560

## Amendments to Existing Projects

All numbers are in thousands (1,000)

<b>Project 10-35</b> <b>Create Zero Waste Action Plan</b> Additional funding is needed to complete a waste characterization study and prepare a zero waste plan to achieve a 90 percent diversion rate by 2021.	Sponsor Department: Public Works Department		
	Category: Regulatory Requirements		
	Additional Annual O&M Costs:	None	Prevailing Wage Project? No
<b>Funding Sources</b>	<i>FY 2013-14 Total Project Funding</i>	<b>Increased/(Decreased) Funding for FY 2014-15</b>	<i>FY 2014-15 Total Project Funding</i>
Solid Waste Fund	\$ 230	\$ 15	\$ 245
<b>Total</b>	\$ 230	\$ 15	\$ 245

<b>Project 14-33</b> <b>Interceptor Force Trunk Main - Manhole Construction, Inspection and Cleaning</b> A preliminary study and geotechnical investigation has found the site condition to be much more complex related to soil conditions, groundwater levels, and depth of the trunk main. Additional funding is needed to install 4 manholes, then inspect and clean 4,000 feet of the Interceptor Force Trunk Main between the Sewage Pump Station and the Palo Alto Interceptor Line.	Sponsor Department: Public Works Department		
	Category: Utilities		
	Additional Annual O&M Costs:	None	Prevailing Wage Project? No
<b>Funding Sources</b>	<i>FY 2013-14 Total Project Funding</i>	<b>Increased/(Decreased) Funding for FY 2014-15</b>	<i>FY 2014-15 Total Project Funding</i>
Wastewater Fund	\$ 250	\$ 280	\$ 530
<b>Total</b>	\$ 250	\$ 280	\$ 530

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# **MISCELLANEOUS INFORMATION**

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## REGULAR FULL-TIME AND PART-TIME POSITION ALLOCATION

	2012-13 <u>ADJUSTED</u>	2013-14 <u>ADOPTED</u>	2014-15 <u>PROPOSED</u>	<u>CHANGE</u>
<u>GENERAL OPERATING FUND</u>				
CITY COUNCIL	7.00	7.00	7.00	
CITY CLERK	4.00	4.00	4.00	
CITY ATTORNEY	8.00	8.00	8.00	
CITY MANAGER	13.00	13.00	13.00	
INFORMATION TECHNOLOGY	12.00	13.00	13.00	
FINANCE AND ADMIN SRVCS	29.75	29.75	29.75	
COMMUNITY DEVELOPMENT	15.10	15.10	15.10	
PUBLIC WORKS	40.77	40.77	40.77	
COMMUNITY SERVICES	69.74	68.84	68.76	-0.08 (a)
LIBRARY SERVICES	30.00	30.00	30.00	
FIRE	77.60	77.60	77.60	
POLICE	140.00	140.00	140.00	
	<u>446.96</u>	<u>447.06</u>	<u>446.98</u>	<u>-0.08</u>
<u>OTHER FUNDS</u>				
INFORMATION TECHNOLOGY				
WATER	2.00	2.00	2.00	
FINANCE AND ADMIN SRVCS				
WATER	2.25	2.25	2.25	
COMMUNITY DEVELOPMENT				
BUILDING/DEVELOPMENT SERVICES	12.25	14.25	14.25	
BELOW MARKET RATE HOUSING	1.30	1.30	1.30	
HOUSING IMPACT FEE	0.70	0.70	0.70	
PARKING DISTRICT	0.35	0.35	0.35	
COMMUNITY DEVELOPMENT BLOCK GRANT	0.70	0.70	0.70	
SHORELINE REGIONAL PARK COMMUNITY	1.60	1.60	1.60	
PUBLIC WORKS				
BUILDING/DEVELOPMENT SERVICES	0.00	1.00	1.00	
SHORELINE REGIONAL PARK COMMUNITY	3.78	3.78	3.78	
WATER	33.90	33.40	33.40	
WASTEWATER	14.60	14.60	14.60	
SOLID WASTE MANAGEMENT	14.95	14.95	14.95	
EQUIPMENT MAINTENANCE	8.50	8.50	8.50	
COMMUNITY SERVICES				
SHORELINE GOLF LINKS	0.50	0.30	0.30	
SHORELINE REGIONAL PARK COMMUNITY	11.51	12.61	13.69	+1.08 (a)
FIRE				
BUILDING/DEVELOPMENT SERVICES	2.00	2.00	2.00	
WASTEWATER	5.90	5.90	5.90	
POLICE				
WASTEWATER	1.00	1.00	1.00	
	<u>117.79</u>	<u>121.19</u>	<u>122.27</u>	<u>1.08</u>
TOTAL REGULAR POSITIONS	<u>564.75</u>	<u>568.25</u>	<u>569.25</u>	<u>1.00</u>
Total Limited-Period Positions	<u>3.50</u>	<u>6.25</u>	<u>10.00</u>	<u>+3.75 (b)</u>
NET FUNDED POSITIONS	<u>568.25</u>	<u>574.50</u>	<u>579.25</u>	
CHANGE FROM PRIOR FISCAL YEAR	-18.50	6.25	4.75	

## REGULAR FULL-TIME AND PART-TIME POSITION ALLOCATION

(Continued)

Notes:

- a. Includes the mid-year reorganization of the Community Services Department transferring a net 0.08 FTE positions from the General Operating Fund to the Shoreline Regional Park Community Fund and adding a Recreation Supervisor position.
- b. Includes the following limited-period positions:

### City Manager's Office

Communications Coordinator (0.50) (continuation)

### Finance and Administrative Services Department

Financial Analyst I/II (0.25) (continuation)

### Community Development Department

Senior Planner (1.0 for the duration of the Google Agreement)  
(continuation)

Senior Planner (1.0) (new)

Asst/ Associate Planner (1.0) (continuation)

Office Assistant I/II (1.0) (continuation)

### Public Works Department

Senior Civil Engineer (1.0 for the duration of the Google Agreement)  
(0.5 continuation and 0.5 new)

Jr/ Asst/ Associate Civil Engineer (1.0) (continuation)

Jr/ Asst/ Associate Civil Engineer (2.0) (new)

Mobility Coordinator (1.0) (new)

Project Manager (0.25) (new)

One limited-period Senior Planner position approved for the duration of the General Plan was removed.

**FISCAL YEAR 2014-15**  
**FUNDING OF NONPROFIT AGENCIES**

<u>AGENCY</u>	<u>2013-14</u> <u>Adopted</u>	<u>2014-15</u> <u>Requested</u>	<u>2014-15</u> <u>Proposed</u>
---------------	----------------------------------	------------------------------------	-----------------------------------

Approved at the 4/22/2014 CDBG Public Hearing

General Fund Funded

Catholic Charities Long Term Care Ombudsman	\$ 8,000	(a)	8,000
Community School of Music & Arts	17,039	(a)	17,039 (b)
CSA - Senior Meals	34,045	(a)	34,045 (b)
Day Worker Center	10,000	(a)	10,000
Health Trust (Home Delivered Hot Meals)	5,000	(a)	5,000 (b)
Junior Achievement	5,000	(a)	5,000
MayView Community Health Center	40,150	(a)	40,150 (b)
Parents Helping Parents	5,000	(a)	5,000
Project Sentinel - Fair Housing Services	16,500	(a)	16,500 (b)
Healthier Kids Foundation - Santa Clara County	12,180	(a)	12,180
YWCA of Silicon Valley	35,200	(a)	35,200 (b)
General Fund Total	<u>\$ 188,114</u>	<u>0</u>	<u>188,114</u>

CDBG Funded:

	(c)	(d)	
CSA - Alpha Omega Shelter	\$ 5,872	5,919	5,919
CSA - Emergency Assistance	26,754	26,754	26,754
CSA - Senior Services	21,115	21,115	21,115
Emergency Housing Consortium Lifebuilders, Inc	0	7,500	0
InnVision the Way Home/ Clara Mateo Shelter	5,500	20,000	20,000
MayView Community Health Center	5,316	9,000	9,000
Project Sentinel - Fair Housing Services	5,221	10,000	10,000
Senior Adults Legal Assistance	5,222	6,000	6,000
Silicon Valley Independent Living Center (e)	0	5,770	5,000
Vista Services for the Blind (e)	0	10,000	5,000
Carryover to FY15-16			5,043
CDBG Total	<u>\$ 75,000</u>	<u>122,058</u>	<u>113,831</u>

- (a) FY14-15 is the second year of a 2-year funding cycle.  
(b) Includes limited-period funding for FY13-14 and FY14-15.  
(c) CDBG funded agencies received proportionate increases based on total funding allocated, due to greater funding received.  
(d) Requested for FY13-14, first year of funding cycle.  
(e) For FY13-14 allocated funding of \$5,000 as CDBG program income is available in excess of total allocation to other agencies.

**FISCAL YEAR 2014-15**  
**FUNDING OF NONPROFIT AGENCIES**  
**(continued)**

<u>AGENCY</u>	<u>2013-14</u> <u>Adopted</u>	<u>2014-15</u> <u>Proposed</u>
<u>Other Non-Profit Agencies - not requested by an agency during CDBG Public Hearing</u>		
Community Health Awareness Council	\$ 92,032	92,032
Community School of Music & Arts		
Arts in Action	52,259	52,259
Music in Action	24,800	24,800
Housing Trust	150,000	150,000 (f)
Housing Trust Boomerang Funds (limited-period)	0	191,800
Joint Venture: Silicon Valley	20,000	20,000 (g)
Police Activities League (MVPAL) (h)	10,000	5,000
Project Sentinel - Mediation Program	91,944	91,944
Sister Cities Organizations (limited-period)	5,500	5,500
Youth Sports Fee Waiver	4,000	2,000
Total Other Non-Profit Funding	\$ <u>450,535</u>	<u>635,335</u>

(f) Funded by the Below Market Rate Housing Fund.

(g) Funded by the Shoreline Regional Park Community Fund.

(h) FY13-14 limited-period, FY14-15 ongoing.

**FISCAL YEAR 2014-15  
PROPOSED NON-DISCRETIONARY ON-GOING CHANGES  
GENERAL OPERATING FUND**

**CITY-WIDE**

**City Utility Costs \$ 218,800**

Provides increased funding for City utility services used by City departments.

**PERS Replacement Benefit: \$ 22,000**

Provides funding needed for certain retiree payments due to the change in the PERS processing of the replacement benefit. PERS will no longer allow for the credit applied for this payment and will change the methodology in the calculations for the City's valuations.

City-wide Total	\$ 240,800
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**INFORMATION TECHNOLOGY DEPARTMENT**

**Software and Hardware Maintenance: \$ 15,500**

Provides funding for new and existing software and hardware that require annual maintenance or license contracts. This cost increase is primarily related to the new WiFi to be installed at City facilities as a result of Google grant funds.

Information Technology Department Total	\$ 15,500
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**FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT**

**Property Tax Consulting Services: \$ 900**

Provides funding for property tax consulting services. The total contract was increased in Fiscal Year 2013-14 from \$12,600 to \$14,400. The total cost of the contract is shared between the General Operating Fund and the Shoreline Community Fund.

Finance and Administrative Services Department Total	\$ 900
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**PUBLIC WORKS DEPARTMENT**

**PG&E Cost Increase: \$ 110,000**

Provides funding for PG&E's rate increase and the addition of the new Teen Center.

Public Works Department Total	\$ 110,000
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Total Non-Discretionary On-Going	<u>\$ 367,200</u>
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**FISCAL YEAR 2014-15**  
**PROPOSED NON-DISCRETIONARY ON-GOING CHANGES**  
**OTHER FUNDS**

**COMMUNITY DEVELOPMENT DEPARTMENT**

Downtown Benefit Assessments Districts Fund

**PG&E Cost Increase:** \$ 13,200

Provides increased funding for PG&E's rate increases.

Shoreline Regional Park Community (Shoreline Community) Fund

**Property Tax Consulting Services:** \$ 900

Provides funding for property tax consulting services. The total contract was increased in Fiscal Year 2013-14 from \$12,600 to \$14,400. The total cost of the contract is shared between the General Operating Fund and the Shoreline Community Fund.

Community Development Department Total	\$ 14,100
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**PUBLIC WORKS DEPARTMENT**

Water Fund

**BAWSCA Dues:** \$ 8,000

Provides funding for the increase in dues to the City's membership in the Bay Area Water Supply and Conservation Agency (BAWSCA) which represents the interest of 25 agencies and 2 private water companies that purchase wholesale water from the San Francisco regional (Hetch Hetchy) water system operated by the SFPUC.

Solid Waste Fund

**City Utility Increase:** \$ 13,000

Provides increased funding for City utility services used by City departments.

Public Works Department Total	\$ 21,000
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**COMMUNITY SERVICES DEPARTMENT**

Shoreline Community Fund

**Contract Increases:** \$ 10,200

Provides increased funding for Shoreline Regional Park security (\$8,500) and for parks maintenance and water feature contracts (\$1,700).

Community Services Department Total	\$ 10,200
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Total Non-Discretionary On-Going	<hr style="width:100px; margin:0 auto;"/> \$ 45,300
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**FISCAL YEAR 2014-15  
PROPOSED DISCRETIONARY ON-GOING CHANGES  
GENERAL OPERATING FUND**

**CITY COUNCIL**

**Council Procedures Committee (CPC) Recommendation: \$ 1,800**

Provides increased funding in the Council's budget as recommended by the CPC on April 8, 2014. The travel and training budget was reduced as part of the budget balancing during this past recession while travel and training costs continue to rise. Rather than increasing the individual Councilmember's training budget CPC recommended an increase in the reserve to make funds available as needed as determined by the Mayor.

City Council Total	\$ 1,800
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**CITY ATTORNEY'S OFFICE**

**Training and Travel: \$ 2,700**

Provides increased funding for continuing legal education and courses in particular subject areas which are essential for the attorneys to maintain their membership in the California State Bar, develop subject matter expertise, and for the overall effectiveness of the City Attorney's Office.

City Attorney's Office Total	\$ 2,700
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**CITY MANAGER'S OFFICE**

**PERS Health Program (PEMHCA) Administrative Fee: \$ 12,000**

Provides funding for the PEMHCA administrative fee. This fee is assessed on the monthly premium to cover administration of the program and cannot be included in the health premiums.

**Supplies: \$ 1,000**

Provides increased funding for general supplies.

City Manager's Office Total	\$ 13,000
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**INFORMATION TECHNOLOGY DEPARTMENT**

**Geographical Information System (GIS) Intern: \$ 6,000**

Provides funding for a newly created internship program to update and maintain GIS data.

**FISCAL YEAR 2014-15**  
**PROPOSED DISCRETIONARY ON-GOING CHANGES**  
**GENERAL OPERATING FUND**  
(Continued)

**Software Maintenance and License Fees: \$ 6,200**

Provides funding for the OpenGov website license fees (\$3,400) to provide budget transparency for internal and external use. Also provides funding for the annual maintenance of the City Clerk's Office requested new Way Finder Signage system (\$1,500) and new modules for the Center for Performing Arts Artifax event and venue management software (\$1,300).

Information Technology Department Total \$ 12,200

**FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT**

**Mountain View Police Activities League (MVPAL): \$ 5,000**

Provides funding for MVPAL. MVPAL is, primarily, a youth crime prevention program that relies on educational, athletic and other recreational activities to cement a bond between Police Officers and youth. Studies have shown that if a young person respects a police officer on the ball field or in the classroom, the youth is more likely to respect the laws that Police Officers enforce. Such respect is beneficial to the youth, the Police Officer, the neighborhood and the business community. This budgeted amount will support the various MVPAL programming such as boxing, soccer, tennis, and other programing.

**Council Procedures Committee (CPC) Recommendation: \$ 1,000**

Provides increased funding as recommended by the CPC on April 8, 2014 for membership to the Mayor's Innovation Project.

Finance and Administrative Services Department Total \$ 6,000

**PUBLIC WORKS DEPARTMENT**

**HVAC Technician Reclassification: \$ (10,000)**

Reclassifies the HVAC Technician position to a Facilities Maintenance Worker III position. This reclassification will better integrate this position into the Facilities Section by eliminating a single, stand-alone position and replacing it with a position classification that already exists in Facilities.

Public Works Department Total \$ (10,000)

**FISCAL YEAR 2014-15**  
**PROPOSED DISCRETIONARY ON-GOING CHANGES**  
**GENERAL OPERATING FUND**  
(Continued)

**COMMUNITY SERVICES DEPARTMENT**

**City-Wide Event Programming:** \$ 41,000 (offset by \$25,000 Sponsorship Revenue)

Provides funding to continue City-wide events such as Thursday Night Live and increased funding for events such as the Holiday Tree Lighting, Halloween Bash, and Community Yard Sale as well as advertising, marketing of events, and to replace banners on a four-year schedule.

**Aquatics Staffing:** \$ 21,000 (offset by \$21,000 Lesson Revenue)

Provides increased funding for hourly staffing to provide lessons. This funding brings the budget for staffing to current levels.

**The View Teen Center Wages:** No Cost

Transfers funding (\$18,000) from contract services to wages to offset additional hourly cost necessary to staff the new Teen Center.

**Miscellaneous Increases:** \$ 7,700

Provides funding for equipment repair and maintenance at the Senior Center, Bus Shelter posters, and music performance licensing fee.

**Elementary Program Summer Transportation:** \$ 5,000 (offset by \$5,000 Camp Revenue)

Provides increased funding to the elementary program for increases in transportation costs. This increase is offset by increased camp revenue.

Community Services Department Total \$ 74,700

**LIBRARY SERVICES DEPARTMENT**

**Library Materials:** \$ 25,000

Provides increased funding for books and Library materials loaned to the public.

**Reading Program:** \$ 4,300

Provides increased funding for an increase in cost to the Reading Program, which teaches adults basic reading, writing, math and computer skills.

**Miscellaneous Increases:** \$ 2,300

Provides funding for professional memberships (\$1,200) and database licensing for a variety of Library databases (\$1,100).

Library Services Department Total \$ 31,600

**FISCAL YEAR 2014-15**  
**PROPOSED DISCRETIONARY ON-GOING CHANGES**  
**GENERAL OPERATING FUND**  
(Continued)

**FIRE DEPARTMENT**

**Lexipol Contract Services:** \$ 7,500

Provides funding for contract services from Lexipol to ensure that general orders (GO's) are compliant with current standards and directives.

**Miscellaneous Increases:** \$ 3,600

Provides increased funding for blood storage (\$2,000) and increased costs for replacement of worn and/or damaged staff uniforms (\$1,600).

Fire Department Total	\$11,100
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**POLICE DEPARTMENT**

**Amphitheater/Special Events:** \$ 67,800 (offset by \$124,000 Reimbursement Revenue)

Provides increased funding for Reserve Officer and Police Officer pay to work Amphitheatre and Special Events. Amphitheatre Events are fully cost recovered and includes a 15.0 percent administrative fee.

Police Department Total	\$ 67,800
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Total Discretionary On-Going	<u>\$ 210,900</u>
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**FISCAL YEAR 2014-15  
PROPOSED DISCRETIONARY ON-GOING CHANGES  
OTHER FUNDS**

**COMMUNITY DEVELOPMENT DEPARTMENT**

Development Services Fund

**Services and Supplies:** \$ 5,000

Provides funding for additional services and supplies necessitated by the high levels of development activity and the addition of staff members.

Below Market Rate (BMR) Housing Fund

**Palo Alto Housing Corporation:** \$ 35,000

Provides funding for the Palo Alto Housing Corporation to assist the City in administering the BMR program.

Downtown Benefit Assessments Districts Fund

**Part-Time Police Assistant:** \$ 32,000

Provides continued funding (added mid-year) for a part-time police assistant to increase downtown parking enforcement efforts.

Shoreline Regional Park Community (Shoreline Community)

**Transportation Management Association (TMA):** \$ 10,000

Provides preliminary funding for the TMA membership annual fee. The minimum annual fee is \$10,000 but the precise fee has not yet been determined.

Community Development Department Total	\$ 82,000
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**PUBLIC WORKS DEPARTMENT**

Development Services Fund

**Construction Inspection Overtime:** \$ 75,000

Provides funding for overtime in the Construction section relating to inspections. The cost of staff time is reimbursed by developers.

Solid Waste Management Fund

**Recology Diversion Incentive Program:** \$ 100,000

The new collection services agreement with Recology provides for a diversion incentive whereby Recology is eligible for a financial incentive payment if it attains certain diversion targets. The maximum payment per year is \$100,000, but may be less in any given year.

**FISCAL YEAR 2014-15**  
**PROPOSED DISCRETIONARY ON-GOING CHANGES**  
**OTHER FUNDS**  
**(Continued)**

**Irrigation Water:** \$ 37,000

Provides increased funding for water used for landfill cap maintenance.

Public Works Department Total \$ 212,000

**COMMUNITY SERVICES DEPARTMENT**

Shoreline Community

**Irrigation Water:** \$ 150,000

Provides funding to more accurately reflect the use of water at the park and to fund the increased cost of water.

**Rengstorff House Janitorial:** No Cost

Transfers funding from wages (\$9,000) to janitorial services to pay for the Rengstorff House's new janitorial services. Janitorial services were previously performed by hourly staff.

Shoreline Golf Links

**Touchstone Contract Personnel:** \$ 46,400

Provides increased funding for staffing cost increases.

**Irrigation Water:** \$ 41,000

Provides increased funding for irrigation water, partially due to the blending of potable water with the Recycled water, for the maintenance the golf course.

**Net Miscellaneous:** \$ (800)

Provides increased funding for credit card processing fess (\$2,500) offset by miscellaneous reductions.

Community Services Department Total \$ 236,600

**FIRE DEPARTMENT**

Wastewater Fund

**SCVURPPP Assessment and NPDES Permit Fees:** \$ 8,000

Provides increased funding for the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) assessment and National Pollutant Discharge Elimination System (NPDES) permit fees due to increases in trash control and new requirements that will take effect during Fiscal Year 2014-15.

Fire Department Total \$ 8,000

**FISCAL YEAR 2014-15**  
**PROPOSED DISCRETIONARY ON-GOING CHANGES**  
**OTHER FUNDS**  
**(Continued)**

POLICE DEPARTMENT

Shoreline Community

**Amphitheater Patrol Costs:** \$ 14,000

Provides increased funding for patrol costs related to patrolling the A/B lots and other areas outside the Amphitheater during concerts.

Police Department Total	\$ 14,000
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Total Discretionary On-Going	<u>\$ 552,600</u>
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**FISCAL YEAR 2014-15  
PROPOSED LIMITED-PERIOD EXPENDITURES**

General Fund Limited-Period Expenditures  
(To Be Funded From Fiscal Year 2013-14 Carryover)

**CITY COUNCIL:**

**Newly Elected Council Per-Term Allowance:** \$ 11,400

Per Council Policy A-2, each Councilmember is to receive an allowance of \$3,800 per term for specialized office equipment necessary to allow Councilmembers to perform their official duties and communicate with the public and staff.

**Council Team Building:** \$ 2,500

Provides funding for Council team building. With the 2014 election and three new members joining the Council, funds are being requested by the CPC for a Council team building in early 2015.

City Council Total	\$ 13,900
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**CITY CLERK'S OFFICE:**

**November 2014 Election:** \$ 167,000

Provides funding for the November 4, 2014 General Municipal Election (\$100,000) and additional funding to add the potential Charter Amendment Measure for Council compensation (\$67,000) to the ballot.

**Microfilm Digitizing Service (rebudget):** \$ 13,300

Rebudgets funding to convert existing microfilm to digital format. Digitizing microfilm will allow easier access for the public and increase efficiency in responding to public records requests.

**Sister Cities:** \$ 5,500

Provides funding to support Mountain View's Sister Cities. The Mountain View Sister City Affiliation (MVSC) requested support from the City for an amount not to exceed \$5,000 for a delegation from Iwata, Japan to visit Mountain View. In addition, the Host Organizing Committee of the 2014 Sister Cities International Annual National Conference and Leadership Meeting has asked each city member of the NORCAL Chapter to contribute a \$500 shared cash sponsorship.

City Clerk's Office Total	\$ 185,800
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**CITY MANAGER'S OFFICE:**

**Communications Coordinator Position (0.50):** \$ 70,000

Continuation of funding for a half-time Communications Coordinator position located in the City Manager's Office.

**FISCAL YEAR 2014-15  
PROPOSED LIMITED-PERIOD EXPENDITURES  
(Continued)**

**Civica Website Training: \$ 20,000**

Continuation of funding for training of department users to enable them to maintain the content of the redesigned website on an ongoing basis.

**Innovation Lab Grant (rebudget): \$ 20,000**

At the suggestion of employees, the City Manager launched an "Innovation Lab" program to encourage managers to "pitch" ideas to improve operations or services. The intent is to foster a proactive culture of innovation in the organization. Rebudgets "start-up" funding for winning submittals launched during the fiscal year.

**City-wide Succession Planning Efforts (rebudget balance): \$ 18,100**

Rebudgets the balance available to continue succession planning efforts.

**Supplemental Civica Technical Support: \$ 15,000**

Continuation of funding for technical support for the City's newly redesigned website.

**Mid-/Long-Term Strategies (rebudget balance): \$ 10,000**

Rebudgets the balance available for outside assistance for fiscal sustainability strategies.

**Middlefield-Ellis-Whisman (MEW) Site (rebudget balance): \$ 5,000**

Rebudgets the balance available for professional assistance related to the MEW site.

City Manager's Office Total	\$ 158,100
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**FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT:**

**Housing Boomerang Funds \$ 191,800**

The Cities Association of Santa Clara County, Housing Trust Silicon Valley, and Silicon Valley Leadership Group have joined together to support regional efforts to increase funding for affordable housing in our communities. As a result of the dissolution of redevelopment agencies (RDAs) and the loss of the previous 20.0 percent housing set aside for low- and moderate-income housing funds, the proposal identifies two potential streams of revenue: (1) the one-time funds that were unencumbered; and (2) the ongoing funds that are distributed to cities previously directed to RDAs. These have been deemed "boomerang" funds. This provides funding for the one-time unencumbered funds (\$140,800) and 20.0 percent of the net ongoing funds (\$51,000), to be reviewed annually.

**FISCAL YEAR 2014-15  
PROPOSED LIMITED-PERIOD EXPENDITURES  
(Continued)**

**Financial Analyst I/II Position:** \$ 35,000

Continuation of funding for 0.25 FTE of a Financial Analyst I/II position to add to a current 0.75 FTE position needed to relieve workload in the Finance and Administrative Services Department.

**Cost Allocation Plan Update:** \$ 15,000

Provides funding for the Cost Allocation Plan Update.

**Nonprofit Agency Funding:** \$ 12,000

Provides second year of funding for a 10.0 percent increase up to the requested amount, and a minimum funding of \$5,000, for nonprofit agencies funded by the General Operating Fund.

Finance and Administrative Services Department Total	\$ 253,800
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**COMMUNITY DEVELOPMENT DEPARTMENT:**

**Housing Element Update (rebudget balance):** \$ 155,000

Rebudgets the balance available for the mandated new Housing Element to be adopted by October 2014.

**Marketing Materials (rebudget):** \$ 5,000

Rebudgets funding for marketing materials distributed as part of the corporate visitation program, as well as for visiting delegations, trade shows, and the Chamber of Commerce. The total funding of \$20,000 for materials is allocated between the General Non-Operating Fund, Shoreline Regional Park Community Fund, and the Downtown Benefit Assessment Districts Fund.

**Employee Homebuyers Program Administration (rebudget):** \$ 5,000

Rebudgets funding for materials and services related to the Employee Homebuyers Program.

Community Development Department Total	\$ 165,000
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**PUBLIC WORKS DEPARTMENT:**

**Mobility Coordinator Position:** \$ 150,000

Provides funding for a new Mobility Coordinator position. This is intended to be a two-year, limited-period position to focus on furthering the Council goal of "Improve Bicycle and Pedestrian Mobility." This new position would provide expertise in developing policies, guidelines, and projects; support the B/PAC; and provide input on private development projects. It will also free up some

**FISCAL YEAR 2014-15  
PROPOSED LIMITED-PERIOD EXPENDITURES  
(Continued)**

staff resources in Traffic Engineering and Transportation to focus on other priorities. A portion (\$50,000) of the annual funding is proposed to be funded from the recently provided Google Bike & Pedestrian grant.

**Associate Civil Engineer-Traffic Position (0.65): \$ 110,500**

Provides funding for 0.65 FTE of an Associate Civil Engineer position (the other 0.35 FTE is recommended to be funded from the Development Services and Shoreline Regional Park Community Funds). The position will support the increased workload in the Traffic section due to the high levels of private development activity.

**Wind Down of Energy Upgrade Mountain View: \$ 35,000**

Provides funding for a six-month extension of the program through December 31, 2014. The goal would be to sign up 200 new program participants and an additional reduction of 168,000 pounds of greenhouse gas (GHG) emissions. This program was originally funded by a Federal grant to December 31, 2012, and extended through Fiscal Year 2013-14 with limited-period funding.

**Community Choice Aggregation: \$ 30,000**

Provides funding to undertake a Community Choice Aggregation (CCA) feasibility study. A presentation about the possible formation of a CCA District by Santa Clara County cities was made at the March 2014 Cities Association Board meeting. California State law allows cities and counties to pool their residential, business, and municipal electricity loads and to purchase and/or generate power on their behalf through the formation of a Joint Powers Agreement (JPA) or special district, or CCA. Energy transmission, distribution, repair, and customer service functions remain with the local utility.

Undertaking a CCA feasibility study, at a projected cost of \$60,000 to be shared by interested jurisdictions, has been briefly discussed by agency representatives. The cost per agency would depend on the number of participants. This provides placeholder funding, not to exceed \$30,000, for the City to participate in the feasibility study.

**Environmental Sustainability Program (rebudget balance): \$ 17,300**

Rebudgets the balance available for materials, supplies, and services for the Environmental Sustainability Program.

**2012 Community Wide Green House Gas (GHG) Inventory: \$ 15,000**

Provides funding to conduct an inventory of 2012 community wide GHG emission in order to measure against GHG reduction targets approved by Council in 2009.

**FISCAL YEAR 2014-15  
PROPOSED LIMITED-PERIOD EXPENDITURES  
(Continued)**

**Project Manager Position (0.25): \$ 5,000**

Provides funding for 0.25 FTE of a Project Manager position, to add to a current half-time position, needed to relieve workload. The total funding of \$50,000 for this position is allocated between the General Non-Operating Fund and CIPs.

Public Works Department Total \$ 362,800

**COMMUNITY SERVICES DEPARTMENT:**

**Plaza Palooza: \$ 12,000**

Provides funding to continue Plaza Palooza events at the Civic Center Plaza.

**Marketing SecondStage (rebudget balance): \$ 6,500**

Rebudgets the balance available for updating the Center for Performing Arts brochure to better market the SecondStage venue.

**Senior Center Garden Beds: \$ 5,000**

Provides funding to continue the second phase of the Senior Center Garden bed replacement.

**Performing Arts Committee (PAC) Community Events: \$ 1,000**

Provides funding to support community programming at the Center for the Performing Arts.

Community Services Department Total \$ 24,500

**LIBRARY SERVICES DEPARTMENT:**

**eBooks: \$ 8,500**

Provides funding to expand the Library's eBook collection. eBooks typically cost two to five times as much as print format.

Library Services Department Total \$ 8,500

**FIRE DEPARTMENT:**

**Firefighter Recruits (new and rebudget): \$ 375,000 (\$187,500 rebudget)**

Provides new funding for three Firefighter recruits and rebudgets funding for three Firefighter recruits (for a total of six) to attend the Firefighter Academy for three months and approximately one-month transition-to-shift period.

**FISCAL YEAR 2014-15**  
**PROPOSED LIMITED-PERIOD EXPENDITURES**  
**(Continued)**

**Firefighter Recruitments (rebudget): \$ 55,000**

Rebudgets a portion of funding received in Fiscal Year 2013-14 for testing, training and equipment costs for five Firefighters.

**Promotional Exams (new and rebudget): \$35,500 (\$25,600 rebudget)**

Provides new funding (\$9,900) to conduct promotional assessment centers to fill anticipated vacancies for Fire Battalion Chief Position. The current eligibility lists will expire in July 2014. Rebudgets funding (\$25,600) to conduct promotional assessment centers to fill anticipated vacancies for Fire Captain and Fire Engineer positions. The current eligibility lists expired in late 2013.

**EMS First Responder Project (rebudget): \$ 34,300**

Rebudgets a portion of funding received in Fiscal Year 2012-13 for the EMS First Responder Project.

**Consolidated Dispatch Consultant (rebudget): \$ 20,000**

Rebudgets funding for a regional consolidation of dispatch services feasibility study. Several fire departments within Santa Clara County have identified regional fire dispatch as an area of opportunity for regional collaboration to increase efficiencies.

Fire Department Total	\$ 519,800
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**POLICE DEPARTMENT:**

**Geographic Information Systems (GIS) Mapping Service (rebudget Balance): \$ 11,500**

Rebudgets the balance available for professional GIS mapping services to update/enhance the relevant layers of the GIS for the Police and Fire Departments' needs.

Police Department Total	\$ 11,500
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Total General Fund Limited-Period Expenditures (New \$1,114,600; Rebudget \$589,100)	<u>\$ 1,703,700</u>
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Rebudgets are Fiscal Year 2013-14 non-operating appropriations that are unspent and approved to be carried over to Fiscal Year 2014-15.

**FISCAL YEAR 2014-15  
PROPOSED LIMITED-PERIOD EXPENDITURES  
(Continued)**

Other Funds Limited-Period Expenditures

COMMUNITY DEVELOPMENT DEPARTMENT:

Development Services Fund

**Reimbursements to Other Funds:** \$1,871,000

Provides reimbursements to the original funding sources for two capital improvement projects. During the review of the consolidation of development services, staff determined the funding for these projects would be more appropriately charged to the Development Services Fund. Therefore, a \$1.5 million reimbursement is recommended to the General Non-Operating Fund for its contributions to the General Plan and a \$350,000 reimbursement to the Capital Improvements Reserve is recommended for its contributions to the El Camino Real and San Antonio Precise Plans.

**Senior Planner Position:** \$ 155,500

Provides funding for a Senior Planner Position. The position will support the ongoing high-level of development activity as well as provide enhance support at the Development Services Counter.

**Associate Planner Position:** \$ 143,600

Continuation of funding for an Associate Planner Position. Due to eliminated positions in past fiscal years, resources for counter coverage have been reduced to minimal levels, creating difficulty in providing excellent service to customers. This position improves customer service at the counter, increases the number of over-the-counter "One Stop" permits that can be issued, and potentially increases the counter hours.

**Office Assistant I/II Position:** \$ 95,300

Continuation of funding for an Office Assistant I/II position. This position was eliminated in Fiscal Year 2003-04 as part of a budget reduction strategy. Given the increase in workload over the past several years, temporary staff is needed and staff believes that continuing this position is critical to the overall operation of the department.

**One-Stop Permit Center Architectural Study (rebudget):** \$ 75,000

Rebudgets funding for an architectural study of the feasibility of a one-stop permit center.

**Congestion Management Agency Multimodal Plan:** \$ 50,000

Provides funding to prepare a Multimodal Plan. State law requires each county designate a county-wide body to act as it Congestion Management Agency and create a Congestion Management Program to guide transportation

**FISCAL YEAR 2014-15**  
**PROPOSED LIMITED-PERIOD EXPENDITURES**  
**(Continued)**

improvements along regional transportation routes throughout the county. Failure to complete a Multimodal Plan could result in a loss of gas tax revenues.

**Legal Retainer (rebudget): \$ 20,000**

Rebudgets funding for legal consultation for potential issues with the new Housing Element and land use law; the California Environmental Quality Act; the Valley Habitat Plan; and the El Camino, San Antonio, and East Whisman Precise Plans.

**Precise Plan Noticings: \$ 12,000**

Continuation of funding for noticing for the El Camino Real, San Antonio, and East Whisman Precise Plans. The notices are mailed to the Precise Plan areas to notify residents of Study Sessions, Public Hearings, and neighborhood meetings.

Below Market Rate (BMR) Housing Fund

**Employee Homebuyers Program Loans (rebudget): \$ 1,000,000**

Rebudgets funding for the Employee Homebuyers Program approved by Council during Fiscal Year 2008-09. This funding will only be available to employees that meet the median household income requirement.

**NOFA Predevelopment (rebudget balance): \$ 65,100**

Rebudgets the balance available for predevelopment costs related to NOFA projects.

**Consolidated Plan (FY 2015-16 to 2019-2020): \$ 60,000**

Provides funding for the preparation of the Consolidated Plan for Fiscal Years 2015-16 to 2019-20 as required by the U.S. Office of Housing and Urban Development (HUD).

**NOFA Legal Assistance: \$ 60,000**

Funding for outside legal assistance with NOFA projects.

**NOFA for Affordable Housing Projects (rebudget): \$ 36,000**

Rebudgets funding to begin a new NOFA process. The funding will be used for facilitators at neighborhood meetings, financial consultants for a budget analysis of NOFA proposals, and studies on unique site issues, such as an historic resources analysis.

**Employee Homebuyers Program Administration (rebudget): \$ 20,000**

Rebudgets funding for materials and services related to the Employee Homebuyers Program.

**FISCAL YEAR 2014-15  
PROPOSED LIMITED-PERIOD EXPENDITURES  
(Continued)**

**Homeless Census Count: \$ 6,000**

Provides funding for a homeless census count organized by the County.

Downtown Benefit Assessments Districts Fund

**Implement Parking Technology Solution: \$ 100,000**

Provides funding to implement parking information, monitoring, and/or enforcement technologies as determined through the Downtown Parking Technology Study. This is a placeholder pending the completion of the study and direction from the Downtown Committee and City Council.

**Third Parking Structure Feasibility Study: \$ 75,000**

Provides funding to begin a study to identify a potential location for a third parking structure or evaluate other alternatives to increase available parking in the downtown area.

**Downtown Parking Technology Improvements (rebudget balance): \$ 11,000**

Rebudgets the balance available to study and implement downtown parking technology improvements.

**Marketing Materials (rebudget): \$ 5,000**

Rebudgets funding for marketing materials distributed as part of the corporate visitation program, as well as for visiting delegations, trade shows, and the Chamber of Commerce. The total funding of \$20,000 for materials is allocated between the General Non-Operating Fund, Shoreline Community Fund, and the Downtown Benefit Assessment Districts Fund.

Shoreline Regional Park Community (Shoreline Community) Fund

**Transportation Management Association (TMA): \$ 75,000**

Provides preliminary funding to join the Mountain View Transportation Management Association. The initial TMA membership fee is \$75,000.

**Legal Retainer (rebudget): \$ 10,000**

Rebudgets funding for legal consultation for potential issues with the new Housing Element and land use law; the California Environmental Quality Act; the Valley Habitat Plan; and the North Bayshore Precise Plan.

**Marketing Materials (rebudget): \$ 10,000**

Rebudgets funding for marketing materials distributed as part of the corporate visitation program, as well as for visiting delegations, trade shows, and the Chamber of Commerce. The total funding of \$20,000 for materials is allocated between the General Non-Operating Fund, Shoreline Community Fund, and the Downtown Benefit Assessment Districts Fund.

**FISCAL YEAR 2014-15  
PROPOSED LIMITED-PERIOD EXPENDITURES  
(Continued)**

**Precise Plan Noticings: \$ 6,000**

Continuation of funding for noticing for the North Bayshore Precise Plan. The notices are mailed to the Precise Plan area to notify residents of Study Sessions, public hearings, and neighborhood meetings.

Community Development Department Total \$ 3,961,500

**PUBLIC WORKS DEPARTMENT:**

Development Services Fund

**Associate Civil Engineer-Construction Position: \$ 170,000**

Provides funding for an Associate Civil Engineer Position. The position will support the increased workload in the Construction Section due to the high levels of development activity.

**Associate Civil Engineer Position (0.50): \$ 85,000**

Continuation of funding for 0.50 FTE of an Associate Civil Engineer Position (the other 0.50 FTE is to be funded from the Shoreline Regional Park Community, Water, Wastewater and Solid Waste Funds). The position is used in place of consultants to handle increased workload associated with high levels of private development activity.

**Associate Civil Engineer-Traffic Position (0.10): \$ 17,000**

Provides funding for 0.10 FTE of an Associate Civil Engineer Position (the other 0.90 FTE is to be funded from the General Non-Operating and Shoreline Regional Park Community Funds). The position will support the increased workload in the Traffic Section due to the high levels of private development activity.

Shoreline Community Fund

**Associate Civil Engineer-Traffic Position (0.25): \$ 42,500**

Provides funding for 0.25 FTE of an Associate Civil Engineer Position (the other 0.75 FTE is to be funded from the General Non-Operating and Development Services Funds). The position will support the increased workload in the Traffic Section due to the high levels of development activity.

**Associate Civil Engineer Position (0.15): \$ 25,500**

Continuation of funding for 0.15 FTE of an Associate Civil Engineer Position (the other 0.85 FTE is to be funded from the Development Services, Water, Wastewater and Solid Waste Funds). The position is used in place of consultants to handle the increased workload associated with high levels of private development activity.

**FISCAL YEAR 2014-15  
PROPOSED LIMITED-PERIOD EXPENDITURES  
(Continued)**

Water Fund

**Associate Civil Engineer Position (0.15): \$ 25,500**

Continuation of funding for 0.15 FTE of an Associate Civil Engineer position (the other 0.85 FTE is to be funded from the Development Services, Shoreline Regional Park Community, Wastewater and Solid Waste Funds). The position is used in place of consultants to handle increased workload associated with high levels of private development activity.

Wastewater Fund

**Associate Civil Engineer Position (0.15): \$ 25,500**

Continuation of funding for 0.15 FTE of an Associate Civil Engineer position (the other 0.85 FTE is to be funded from the Development Services, Shoreline Regional Park Community, Water and Solid Waste Funds). The position is used in place of consultants to handle increased workload associated with high levels of private development activity.

Solid Waste Fund

**Residential Food Waste Pilot Program: \$ 60,500**

Provides funding to implement a pilot program to collect food waste from residential customers. The other SMaRT partners are currently (Palo Alto) or will be (Sunnyvale) running a residential food waste pilot program. Each partner agreed to implement a different pilot and share results. This will allow Mountain View to choose from several different options if a full-scale program is desired.

**Associate Civil Engineer Position (0.05): \$ 8,500**

Continuation of funding for 0.05 FTE of an Associate Civil Engineer position (the other 0.95 FTE is to be funded from the Development Services, Shoreline Regional Park Community, Water and Wastewater Funds). The position is used in place of consultants to handle increased workload associated with high levels of private development activity.

Public Works Department Total

\$ 460,000

**FIRE DEPARTMENT:**

Development Services Fund

**Multi-Family Housing Program: \$ 157,500**

Provides funding for 0.75 FTE of a Building Inspector position and 0.50 FTE of an Office Assistant position. These additional staffing resources will aid in conducting an internal audit/assessment of the Multi-Family Housing self-certification properties and program. Staff's goal is to inspect each self-certification property (approximately 250) during Fiscal Year 2014-15 to assess

**FISCAL YEAR 2014-15  
PROPOSED LIMITED-PERIOD EXPENDITURES  
(Continued)**

the current habitability and overall fire and life safety condition, and ultimately prescribe a programmatic inspection frequency for these properties which is consistent with the inspection methodology currently implemented for the remaining properties in the program.

Wastewater Fund

**Consultant Services for Web-Based Reporting (rebudget): \$ 20,000**

Rebudgets funding to create an electronic reporting system. The State requires all local government agencies to electronically report a hazardous materials business plan, inspection, and enforcement information.

Fire Department Total	\$ 177,500
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Total Other Funds Limited-Period Expenditures	<u>\$ 4,599,000</u>

**FISCAL YEAR 2014-15  
PROPOSED CAPITAL OUTLAY**

General Operating Fund

City Clerk's Office:	\$ <u>5,500</u>
Way Finder Signage	5,500
Finance and Administrative Services Department:	<u>10,000</u>
Front Counter Remodel (shared with Water Fund)	10,000
Community Services Department:	<u>81,500</u>
Ticketing Software	24,000
Shade Structure for Pool	17,300
Artifax Modules – Staffing & Online	12,000
Community Center Tables (60)	12,000
Senior Center Stackable Chairs (35)	10,100
MVSP Volleyball Net and Poles (2)	6,100
Library Services Department:	<u>34,000</u>
Chair Reupholster (2 <sup>nd</sup> phase)	25,000
Community Room Tables	5,000
Training Room Equipment	4,000
Fire Department:	<u>60,100</u>
EMS Adult Simulator Mannequin	23,100
ChemPro 100i Handheld Gas Monitor	16,200
SCBA Storage Cylinders (4)	12,000
Vetter Air Bag	4,800
Elliptical Trainer	4,000
Police Department:	<u>118,700</u>
Glock Pistols (54, second half) & Accessories	61,200
Active Shooter/Trauma Bags (119)	31,500
AED's (10)	26,000
General Operating Fund Total	\$ <u>309,800</u>

**FISCAL YEAR 2014-15**  
**PROPOSED CAPITAL OUTLAY**  
(Continued)

Other Funds

City Manager's Office:

<u>General Non-Operating Fund:</u>		\$ <u>1,500</u>
Computer (rebudget)	1,500	

Finance and Administrative Services Department:

<u>Water Fund:</u>		<u>10,000</u>
Front Counter Remodel (shared with GOF)	10,000	

Community Development Department:

<u>Development Services Fund:</u>		<u>35,000</u>
Building Inspection Office Remodel (rebudget)	35,000	

Library Services Department:

<u>General Non-Operating Fund:</u>		<u>80,000</u>
Chairs for 2 <sup>nd</sup> Floor (110) (rebudget)	55,000	
Chair Reupholstering (rebudget)	25,000	

Fire Department:

<u>General Non-Operating Fund:</u>		<u>11,000</u>
Code Three Vehicle Packages (2) (rebudget)	11,000	

Police Department:

<u>General Non-Operating Fund:</u>		<u>28,500</u>
Duty Pistols (54) (rebudget)	28,500	

Total Other Funds		\$ <u>166,000</u>
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Total Capital Outlay		\$ <u>475,800</u>
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**FISCAL YEAR 2014-15  
PROPOSED EQUIPMENT REPLACEMENT**

COMPUTERS: \$ 1,498,100

50	Switches (42 Rebudget)	568,600
1	Software Licenses (Windows/Office)	250,400
151	Computers	249,000
1	Council Chamber AMX System (partial funding)	125,000
5	UPS for Switches	75,000
29	Printers	67,000
7	Servers (7 Rebudget)	63,600
1	Large Format Scanner	36,000
1	Dictaphone Equipment (Rebudget)	35,000
2	Blades for Switches	12,000
1	Plotter	12,000
3	Portable Projectors	4,500

COMPUTER AIDED DISPATCH/RECORDS MANAGEMENT SYSTEM: 462,500

59	Mobile Data Computers	399,000
55	Data Modems (Rebudget)	60,500
1	Router	3,000

COMMUNICATIONS CENTER: 673,400

15	Bases (Rebudget)	171,500
5	Console PC and Electronics (Rebudget)	111,900
5	Voter/Comparators (Rebudget)	80,000
2	Antennas (Rebudget)	70,000
10	Voting Receivers (Rebudget)	59,000
1	Digital Logging Recorder and Software (Rebudget)	50,000
7	T-1 Transmitters and Receivers (Rebudget)	50,000
7	T-1 Routers (Rebudget)	22,000
12	Monitor Receivers (Rebudget)	18,000
1	Digital Access and Cross-Connect System (Rebudget)	15,000
1	UPS (Rebudget)	15,000
2	UPS Batteries (Rebudget)	8,000
1	Encoder (Rebudget)	3,000

FIRE RADIO: 76,000

19	Mobile	76,000
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**FISCAL YEAR 2014-15  
PROPOSED EQUIPMENT REPLACEMENT  
(Continued)**

POLICE RADIO: \$ 250,500

51	Mobile (Police Car) (Rebudget)	229,500
6	Motorcycle	21,000

FLEET: 1,853,500

1	Reserve Fire Aerial Ladder Truck (1/2 shared, Rebudget)	537,500
10	¾ Ton Truck (5 Rebudget)	375,000
6	Patrol Cars and Upfitting	300,000
3	½-Ton Trucks	105,000
1	SWAT Van	100,000
2	Tractor (Large) (Rebudget)	70,000
2	Hybrid Sedans	60,000
1	Safety SUV and Upfitting	51,000
1	2-Ton Truck	40,000
1	Sedan/Wagon	37,000
1	Van-SUV	30,000
1	Tractor (Medium) (Rebudget)	30,000
1	Mini Pick-Up Truck	25,000
1	Trailer (Heavy Duty)	20,000
1	Fuel Truck Upfitting (Rebudget Balance)	20,000
5	Undesignated Equipment	20,000
3	Trailer (Small)	18,000
1	Cart (Med)	15,000

GOLF EQUIPMENT: 715,500

76	Golf Carts	390,000
1	Backhoe (Rebudget)	97,500
1	Spray Rig Utility Vehicle (Rebudget)	53,000
1	Reel Sharpener (Rebudget)	38,000
1	Triplex Greens Mower (Rebudget)	35,000
1	Fairway Aerator	33,500
1	Utility Vehicle (Ball Picker) (Rebudget)	21,000
1	Bed Knife Sharpener (Rebudget)	16,000
3	Utility Vehicle (Light Duty) (1 Rebudget )	26,500
1	Core Harvester (Rebudget)	5,000

TOTAL EQUIPMENT REPLACEMENT \$ 5,529,500

## **FISCAL YEAR 2014-15 BUDGET PREPARATION AND REVIEW PROCESS**

The budget process typically begins in November of each fiscal year when all City departments begin preparation of their budget proposals for the upcoming fiscal year. Budget requests are reviewed by the City Manager and the Budget Review Team (consisting of the Deputy City Manager and the Finance and Administrative Services Director).

Below is a condensed time line for the entire Fiscal Year 2014-15 budget process:

November through January 2014	Departments prepare and submit the following for the upcoming fiscal year: (1) transmittal letter, non-discretionary increases, limited period requests, reclassification requests to the Budget Review Team; (2) capital outlay and equipment replacement requests to the Capital Outlay Review Committee (consisting of the Assistant Finance and Administrative Services Director, Purchasing and Support Services Manager, and a division manager rotated periodically from different departments)
November-December 2013	The Capital Outlay Review Committee meets with each department and reviews their capital requests.
December 2013	Develop list of potential fees to be modified and other revenue enhancements and submit for review.
January 2014	Departments develop and submit departmental goals.
January-March 2014	City Council Advisory Boards develop and submit goals for City Council consideration.
April 2014	Public Hearing for CDBG/HOME funding cycle and General Fund non-profit agency funding. The public is provided an opportunity to comment during the public hearing
April 29, 2014	City Council study session for presentation and discussion of Fiscal Year 2014-15 General Operating Fund, Other General, Special and Utility Enterprise Funds, Reserves, Long Range Financial Forecast and City Council Goals. The public has the opportunity to comment during the study session

**FISCAL YEAR 2014-15**  
**BUDGET PREPARATION AND REVIEW PROCESS**  
**(Continued)**

May 20, 2014	City Council study session to present and review Proposed Five Year Capital Improvement Program (CIP). The public has the opportunity to comment on the Proposed CIP during the study session.
June 10, 2014	City Council Public Hearing for presentation and discussion of the Fiscal Year 2014-15 Proposed Budget. The public has the opportunity to comment on the Proposed Budget during the public hearing.
June 17, 2014	Public hearing and adoption of Fiscal Year 2014-15 Capital Improvement Program.  Proposition 218 public hearing.  Public hearing and adoption of Fiscal Year 2014-15 budget (including adoption of Council goals, CIP funding and utility rates).  The public has the opportunity to comment during each public hearing.

This process complies with the procedures required in the City Charter for adoption of the annual budget specifying the annual City budget must be adopted prior to July 1, the beginning of each fiscal year.

## CALCULATION OF APPROPRIATIONS LIMIT

The City is required by the State Constitution, Article XIII B, to annually calculate the maximum amount of appropriations subject to limitation. This calculation is intended to limit the annual growth in tax revenues used to fund governmental expenditures in California. Article XIII B was changed with the passage of Proposition 111 on the June 1990 ballot. These changes permit greater flexibility with regard to annually calculating increases in the appropriations limit by allowing additional growth factors to be used. The factors permitting the maximum allowable increase in the appropriations limit are chosen for the calculation each fiscal year.

As can be seen below, the City is substantially under its appropriations limit. The difference between the appropriations limit and the appropriations subject to limitation has grown over time as the limit has been substantially increased by the annual adjustment factors. This, combined with the comparatively slower pace of growth in proceeds of taxes over the same time period, has contributed to the amount under the appropriations limit.

Fiscal Year 2013-14 Limit	\$211,601,193
2014 Change in Santa Clara County Population	1.0150
2014-15 Change in Per Capita Personal Income	<u>0.9977</u>
Fiscal Year 2014-15 Limit	214,281,228
Fiscal Year 2014-15 Budget Amount Subject to Limitation	<u>70,124,036</u>
Amount Under Appropriation Limit	<u><u>\$144,157,192</u></u>

## DEBT ADMINISTRATION

### Legal Debt Margin:

The legal debt margin for the City of Mountain View, California, is calculated using a debt limit of 15 percent of the assessed value of property (excluding tax increment) within the City limits. Computation of the City's legal debt margin as of June 30, 2013 is as follows (dollars in thousands):

Assessed value (net) – June 30, 2013 <sup>(1)</sup>	\$17,344,773
Debt limit: 15 percent of assessed value	2,601,716
Less total bonded debt, general obligation	<u>-0-</u>
Legal debt margin	<u>\$ 2,601,716</u>

In 2001 the City was awarded a AAA issuer credit rating by Standard and Poor's (S & P), one of the nation's top-ranked independent credit rating agencies. S & P upgraded the City from AA to AAA, the highest credit rating possible, because of a solid and diversified local tax base, the City's low debt burden, high property values and personal income levels and the expectation of continued strong financial operations by the City. At that time, Mountain View was one of only three California cities to receive the AAA rating from S & P. The AAA issuer credit rating was last reaffirmed by S & P in 2012 and has resulted in lower debt costs and savings to the City.

### Debt Obligations Outstanding:

As of June 30, 2014, the City is anticipated to have various debt obligations outstanding. These obligations are comprised of the following (dollars in thousands):

#### **City of Mountain View:**

The City of Mountain View's 2001 Refunding Certificates of Participation (COPs) debt was issued to refinance and call bonds on the City lease component of the 1992 Capital Improvement Financing Authority Revenue Bonds.

Water Revenue Bonds were issued in 2004 to fund the construction of infrastructure to expand the City's water storage capacity.

<u>Type of Indebtedness</u>	<u>Maturity</u>	<u>Interest Rates</u>	<u>Authorized and Issued</u>	<u>Outstanding as of June 30, 2014</u>
2001 Refunding COPs	2015	3.5%-4.75%	\$10,720	\$1,925
2004 Water Revenue Bonds	2029	3.0%-4.5%	\$9,700	\$6,790

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<sup>(1)</sup> Source: California Municipal Statistics Inc., excluding tax increment (TI).

## DEBT ADMINISTRATION (Continued)

### Shoreline Regional Park Community:

The 2011 Revenue Bonds were issued to refund the 1996 Tax Allocation Bonds (TABs) (which were originally issued to fund the acquisition of certain land from the City and to fund road, water, sewer and other public improvements) and to fund the construction of Fire Station No. 5, Permanente Creek and the Athletic Field projects.

The 2014 Bank Loan was issued to refund the 2001 and 2004 TABs. The 2001 TABs were issued to refinance and retire a portion of the 1992 TABs. The 2004 TA Refunding Bonds were issued to refund the 1993 Series A Bonds (which were originally issued to finance certain landfill closure projects and other public improvements within the Shoreline Community).

<u>Type of Indebtedness</u>	<u>Maturity</u>	<u>Interest Rates</u>	<u>Authorized and Issued</u>	<u>Outstanding as of June 30, 2014</u>
2011 Revenue Refunding Bonds	2040	2.0%-5.75%	\$39,030	\$36,085
2014 Bank Loan	2018	1.65%	\$12,135	\$12,135

### Capital Improvement Financing Authority:

The Capital Improvement Financing Authority holds the David and Lucile Packard Foundation COPs utilized to fund the construction of the Child-Care Center.

<u>Type of Indebtedness</u>	<u>Maturity</u>	<u>Interest Rates</u>	<u>Authorized and Issued</u>	<u>Outstanding as of June 30, 2014</u>
2008 Child-Care Center Financing	2016	1.0%	\$2,800	\$1,730

### Special Assessment:

Special assessment debt consists of various issues to finance property owner improvements within the City. Special assessment revenues are recorded in the Special Assessment Debt Service Fund.

<u>Type of Indebtedness</u>	<u>Maturity</u>	<u>Interest Rates</u>	<u>Authorized and Issued</u>	<u>Outstanding as of June 30, 2014</u>
Special Assessment Debt with Governmental Commitment	Up to 2022	4.1%-7.0%	\$756	\$242

Total long-term debt outstanding is \$58.9 million.

Annual debt service payments by entity for Fiscal Years 2012-13 audited, 2013-14 Adopted and 2014-15 Proposed can be found on the following pages.

## ANNUAL DEBT SERVICE PAYMENTS BY ENTITY

	<u>2012-13</u> <u>AUDITED</u>	<u>2013-14</u> <u>ADOPTED</u>	<u>2014-15</u> <u>PROPOSED</u>
<b>CITY OF MOUNTAIN VIEW</b>			
2001 Refunding Certificates of Participation (COPs)			
Principal	\$ 860,000	900,000	940,000
Interest	<u>151,885</u>	<u>113,513</u>	<u>71,525</u>
Total 2001 Refunding COPs	<u>1,011,885</u>	<u>1,013,513</u>	<u>1,011,525</u>
2004 Water Revenue Bonds			
Principal	310,000	325,000	335,000
Interest	<u>318,017</u>	<u>309,450</u>	<u>296,450</u>
Total 2004 Water Revenue Bonds	<u>628,017</u>	<u>634,450</u>	<u>631,450</u>
TOTAL City of Mountain View	\$ <u>1,639,902</u>	<u>1,647,963</u>	<u>1,642,975</u>
<b>SHORELINE REGIONAL PARK COMMUNITY</b>			
2001 Tax Allocation Refunding Bonds			
Principal	1,290,000	1,355,000	0
Interest	<u>332,085</u>	<u>268,425</u>	<u>0</u>
Total 2001 TA Refunding Bonds	<u>1,622,085</u>	<u>1,623,425</u>	<u>0</u>
2004 Tax Allocation Refunding Bonds			
Principal	1,290,000	1,330,000	0
Interest	<u>438,080</u>	<u>390,350</u>	<u>0</u>
Total 2004 TA Refunding Bonds	<u>1,728,080</u>	<u>1,720,350</u>	<u>0</u>
2011 Revenue Bonds			
Principal	1,450,000	1,495,000	1,535,000
Interest	<u>1,910,481</u>	<u>1,874,457</u>	<u>1,821,332</u>
Total 2011 Revenue Bonds	<u>3,360,481</u>	<u>3,369,457</u>	<u>3,356,332</u>
2014 Bank Loan			
Principal	0	0	2,842,000
Interest	<u>0</u>	<u>0</u>	<u>132,286</u>
Total 2014 Bank Loan	<u>0</u>	<u>0</u>	<u>2,974,286</u>
TOTAL Shoreline Regional Park Community	\$ <u>6,710,646</u>	<u>6,713,232</u>	<u>6,330,618</u>

**ANNUAL DEBT SERVICE PAYMENTS BY ENTITY**  
(Continued)

	<b><u>2012-13</u></b> <b><u>AUDITED</u></b>	<b><u>2013-14</u></b> <b><u>ADOPTED</u></b>	<b><u>2014-15</u></b> <b><u>PROPOSED</u></b>
<b>SUCCESSOR AGENCY TO THE FORMER MOUNTAIN VIEW REVITALIZATION AUTHORITY (SARA)</b>			
2003 Certificates of Participation (Refunding & Capital Projects)			
Principal	\$ 1,150,000	1,195,000	0
Interest	<u>481,856</u>	<u>429,207</u>	<u>0</u>
Total 2003 COPs (Refunding & Capital Projects)	<u>1,631,856</u>	<u>1,624,207</u>	<u>0</u>
 TOTAL Successory Agency to the Former Mountain View Revitalization Authority	 \$ <u>1,631,856</u>	 <u>1,624,207</u>	 <u>0</u>
<b>CAPITAL IMPROVEMENTS FINANCING AUTHORITY</b>			
2008 Child-Care Center Financing			
Principal	\$ 181,010	182,820	184,648
Interest	<u>20,937</u>	<u>19,127</u>	<u>17,299</u>
Total 2008 Child-Care Center Financing	<u>201,947</u>	<u>201,947</u>	<u>201,947</u>
 TOTAL Mountain View Capital Improvement Financing Authority	 \$ <u>201,947</u>	 <u>201,947</u>	 <u>201,947</u>
 <b>TOTAL DEBT SERVICE REQUIREMENTS</b>	 \$ <b><u>10,184,351</u></b>	 <b><u>10,187,349</u></b>	 <b><u>8,175,540</u></b>

Note: Interest payment includes trustee fees, if applicable.

## **BUDGET AWARDS**

For the 21st time, the Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of Mountain View for the Fiscal Year 2013-14 annual budget.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, an operations guide, a financial plan and a communications device.

In addition, for the Fiscal Year 2013-14 budget documents the California Society of Municipal Finance Officers (CSMFO) has presented the City with the award for Excellence in Operational Budgeting for the 28th year.

The awards are valid for a period of one year only. The Fiscal Year 2014-15 budget documents continue to conform to program requirements and will be submitted to GFOA and CSMFO to determine eligibility for Fiscal Year 2014-15.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Mountain View  
California**

For the Fiscal Year Beginning

**July 1, 2013**

*Jeffrey R. Egan*

Executive Director

# *California Society of Municipal Finance Officers*

*Certificate of Award*

## *Operating Budget Excellence Award Fiscal Year 2014*

*Presented to the*

*City of Mountain View*

For meeting the criteria established to achieve the Operating Budget Excellence Award.

*February 11, 2014*



A handwritten signature in dark ink, appearing to read "Pauline Marx".

*Pauline Marx*  
CSMFO President

A handwritten signature in dark ink, appearing to read "Ken Brown".

*Ken Brown, Chair*  
Professional Standards and  
Recognition Committee

*Dedicated Excellence in Municipal Financial Reporting*

## **SUMMARY OF FINANCIAL AND BUDGETARY POLICIES**

The City Council has established financial and budgetary policies which are reviewed and updated as necessary by approval of the City Council. A comprehensive and consistent set of financial and budgetary policies provides a basis for sound financial planning, identifies appropriate directions for service-level development, aids budgetary decision-making and serves as an overall framework to guide financial management and operations of the City.

A city's adoption of financial policies also promotes public confidence and increases the city's credibility in the eyes of bond rating agencies and potential investors. Such policies also provide the resources to react to potential financial emergencies in a prudent manner. The adopted Financial and Budgetary Policy can be found at the link below and a summary of this policy is included in this document.

<http://laserfiche.mountainview.gov/WebLink/0/doc/66661/Page1.aspx>

### Budget Policies:

All governmental fund-type annual budgets are presented on a modified accrual basis consistent with the general purpose financial statements prepared in accordance with generally accepted accounting principles. Pursuant to Council-adopted financial and budgetary policies, budgets are approved at the fund and department level (legal level of control) and may not be exceeded without City Council approval. Transfers and adjustments between funds, departments and capital projects must be submitted to the City Council for approval. The City Charter requires approval by five votes of the seven-member City Council to amend the budget.

### Budget Adjustments:

Budget adjustments are also required for grants and reimbursed services that were not anticipated or budgeted. Council Policy A-10 "Authorization to Execute City Contracts and Agreements and Increase Certain Limited Appropriations" authorizes the Finance and Administrative Services Director and the City Manager to increase appropriations up to \$20,000 and \$100,000 (indexed to 2011 dollars), respectively, when outside grants or reimbursement revenues have been received to offset expenditures that were not anticipated or budgeted. If the grant or reimbursement is not within the City Manager's level of authorization, a request for an appropriation increase must be submitted to the City Council for approval (five votes required).

Department heads are responsible for managing expenditures within their budget and assuring funds are only expended for properly authorized City expenses. Department heads are also responsible for expending funds consistent with the goals and objectives approved by the City Council.

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

- The adopted budget shall serve as the annual financial plan for the City. This financial plan shall include the goals, projects and initiatives set by the City Council and the level of services determined by the City Council.
- A balanced General Operating Fund budget will be adopted annually, whereby operating expenditures shall not exceed operating revenues.
- The City Council shall adopt an annual operating budget by the first of July of each year.
- The City Manager or designee shall have discretion for budget adjustments within a fund and within a department's operating budget.
- All budget adjustments between funds and departments shall be submitted to the City Council for approval.
- Performance and workload measures which reflect the effectiveness, efficiency or workload of departmental operations will be included in the annual budget. The budget should include comparisons of actual performance to a target goal.

Revenue Policies:

- The development and maintenance of diversified and reliable revenue streams will be the primary revenue policy of the City. The City will focus its efforts to optimize existing revenue sources while periodically reviewing potential new revenue sources.
- Revenues will be forecast for the upcoming budget year and the four subsequent fiscal years.
- Revenues will be estimated conservatively using information provided by State and other governmental agencies, trending of historical information and other relevant information.
- Fees and charges for services will be evaluated and, if necessary, adjusted annually. The City's objective in setting fees and charges for services is to achieve a reasonable level of cost recovery for services that are not provided to, or do not benefit the community as a whole.
- Periodic reviews or audits of significant revenue sources will be conducted to determine the accuracy of amounts paid and to monitor developments in the City's revenue base.

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

Expenditure Policies:

- City services and operations will be provided in an efficient manner with the objective of delivering the highest level of service possible at the lowest level of expenditure.
- Expenditures will be forecast for the upcoming budget year and the four subsequent fiscal years.
- Expenditures will be estimated conservatively using information provided by State and other governmental agencies, trending of historical information and other relevant information.
- A good internal control structure assuring that only properly authorized expenditures are made will be maintained.
- Expenditures will be controlled at the fund and department level and will not exceed appropriations without City Council authorization. Appropriations lapse at the end of the fiscal year to the extent that they have not been expended or encumbered.
- Obligations of the City will be recognized when incurred. Encumbrances will be used for outstanding commitments. Encumbrances outstanding at fiscal year-end will be carried over to the next fiscal year and are automatically reappropriated for inclusion in the next fiscal year's budget.

Reserve Policies:

- The General Fund Reserve, with a level goal to be equal to approximately 25 percent of the General Operating Fund budgeted expenditures, shall be used: (1) for City Council approved expenditures not appropriated during the annual budget process; (2) to cover unanticipated revenue shortfalls; (3) in situations of extreme physical or financial emergency (with the approval of the City Council); and (4) as a funding source for interfund loans and other loans or advances from the General Fund as approved by Council. Such loans and advances should accrue interest earnings for the General Operating Fund and include principal repayment to the extent possible.
- The Budget Contingency Reserve (sometimes referred to as the "rainy day fund") is a reserve that exists to provide funding during uncertain economic conditions. It is not currently designated in the policy as a permanent City reserve.
- The Capital Improvement Projects Reserve, with a level goal of a minimum of \$5.0 million, shall be used for the funding of capital improvement projects authorized by the City Council. To the extent possible, General Operating Fund carryovers remaining

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

from the end of the fiscal year, not designated for other reserve purposes, may be applied to this reserve.

- The Open Space Acquisition Reserve shall be used for the purpose of acquiring open space authorized by the City Council. Proceeds from excess City-owned properties shall fund this reserve as directed by City Council.

- The Strategic Property Acquisition Reserve shall be used for the purpose of setting aside specific funds for the City to use for the acquisition of strategic property(ies).

- The Property Management Reserve shall be used to provide a source of funds for obligations which could arise from the City's leasing of property in the North Bayshore Area, including legal, environmental testing or other costs normally incurred by a lessor.

- The Graham School Maintenance Reserve shall be used to fund the maintenance obligations, per the agreement with the school district, of the playing field at Graham Middle School beneath which the City has a reservoir.

- The Childcare Commitment Reserve shall be used to fund the future obligation payment of the City-owned building built for and leased to an operator for the purposes of childcare.

- The Compensated Absences Reserve shall fund the disbursements of separated or retired employees for accrued vacation and sick-leave. This reserve shall be funded in an amount sufficient to fund the accrued liabilities of the City for compensated absences such as vacation and vested sick leave.

- The Earned Lease Revenue Reserve was established in June 2011 to accumulate the rent as it is earned, as well as the interest earnings from the \$30.0 million of prepaid rent for the initial lease term (52 years) of the ground lease of the City's Charleston East property by Google Inc. This reserve was endorsed by the City Council but the policy has not yet been amended to include this reserve

- The Equipment Replacement Reserve shall be maintained to fund the replacement of capital equipment. The financial objective of this fund is to permit the budgeting of level annual amounts for capital equipment replacement while utilizing this fund's reserves to absorb the cash flow variations caused by the timing of asset replacements. Appropriations for this fund will be requested in the annual budget. It is policy direction that capital assets not be replaced before the end of their useful life unless justified by operating necessity.

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

- The Workers' Compensation Reserve shall be maintained at a level deemed adequate to meet projected liabilities as determined by an actuarial valuation to be conducted at least once every three years. In addition to projected liabilities, the reserve balance shall include at a minimum the provision for two catastrophic losses at the City's current level of self-insured retention.
- The Liability Self-Insurance Reserve shall be maintained at a minimum level of \$2 million plus an amount deemed appropriate to cover expected claim settlements for the current fiscal year.
- The Unemployment Self-Insurance Reserve will be reviewed annually and maintained at a level adequate to meet estimated unemployment liabilities.
- The Employee Benefits Plan (Prescription/Vision) Reserve will be reviewed annually and maintained at a level adequate to meet estimated benefit liabilities.
- The Retirees' Health Insurance Program Reserve will be accounted for in accordance with Generally Accepted Accounting Principles (GAAP) which includes a biennial actuarial valuation of the City's liability and for each fund to contribute, to the extent possible, its Annual Required Contribution (ARC). In addition, to the extent possible, payments toward the Unfunded Actuarial Accrued Liability (UAAL) shall be made. All Annual Required Contributions and UAAL funds received net of actual retiree premiums paid are transferred to the California Employers Retiree Benefit Trust.
- The Water Fund Reserve shall be maintained as follows:
  - 1) Minimum 10 percent of operating budget for emergency
  - 2) Minimum 5 percent of operating budget for contingency
  - 3) Goal of 10 percent of operating budget for rate stabilization \*
  - 4) Goal for capital improvements which averages the amount budgeted for annual maintenance capital improvement projects over the prior three to five fiscal years
- The Wastewater Fund Reserve shall be maintained as follows:
  - 1) Minimum 10 percent of operating budget for emergency
  - 2) Minimum 5 percent of operating budget for contingency
  - 3) Goals of 10 percent of operating budget for rate stabilization \*
  - 4) Goal for capital improvements which averages the amount budgeted for annual maintenance capital improvement projects over the prior three to five fiscal years

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

- The Solid Waste Fund Reserve shall be maintained as follows:
  - 1) Minimum 10 percent of operating budget for emergency
  - 2) Minimum 5 percent of operating budget for contingency
  - 3) Goals of 10 percent of operating budget for rate stabilization \*
  - 4) Required Financial Assurance Mechanisms (FAMs) if applicable

\* The purpose of the rate stabilization funds is to buffer any significant changes in revenues or expenses. Use of the rate stabilization funds is allowed to gradually or incrementally change rates in any fiscal year to lessen the impact of an otherwise significant rate change. The funds are to be adjusted in the following fiscal years to meet the 10 percent guideline

- The Shoreline Regional Park Community General Reserve is based on 25 percent of the Operating Budget.

- The Shoreline Regional Park Community Landfill Reserve is to rebuild the landfill system in case of catastrophic event. The landfill reserve is recommended to be increased by \$1.0 million annually until it reaches \$6.0 million and then be adjusted for inflation.

Capital Improvement Policies:

- A five-year comprehensive Capital Improvement Plan (CIP), identifying proposed major construction projects, capital equipment outlays, land acquisition and other capital improvement expenditures, and providing an analysis of the estimated funding available and necessary to fund these projects, shall be prepared and presented to the City Council for approval.

- The plan shall identify all proposed projects to be initiated during the five-year period.

- The first year of the five-year plan shall be appropriated annually. The appropriations for each project are ongoing until project completion, project cancellation or amendment.

- The adopted capital improvement budget shall only include those projects which can reasonably be accomplished or substantially started within the fiscal year.

- Recurring annual projects shall be closed out at the end of the fiscal year or as soon as all related expenditures have been paid.

- Capital projects will be reviewed on an annual basis for amendments or potential closure/cancellation.

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

- A list of unscheduled projects (projects not included in the plan period) will be identified in the five-year plan as an indication of potential future projects.
- Future potential ongoing operating costs associated with a project will be identified with the project in the five-year plan.

Cash Management and Investment Policies:

- The City will follow modern cash management practices that require active revenue oversight, prompt collection, deposit and investment of all funds and cash flow management which maximizes the amount of invested cash balanced with the timely payment of obligations.
- The City will invest all funds in accordance with the Investment policy based on the following criteria:
  - 1) Safety of investment
  - 2) Maintenance of sufficient liquidity to meet cash flow needs
  - 3) Attainment of a total rate of return consistent with the requirements of the City's Investment Policy
- The City shall conduct all of its investment activities in accordance with the California Government Code Section 53600 and the City's investment policy.
- The City's investment policy shall be updated as necessary and approved by the City Council.
- A complete report on the City's investment portfolio shall be presented to the City Council on a regular basis.
- A cash flow analysis shall be prepared on a monthly basis in order to estimate the amount of funds available for investment.

Accounting Policies:

The City's Comprehensive Annual Financial Report (CAFR) is prepared in accordance with the requirements of Governmental Accounting Standards Board (GASB) Statement No. 34 and provides the government-wide financial statements in addition to the fund financial statements. The accounting and financial reporting treatment applied to the fund financial statements is determined by the measurement focus of the individual fund.

- A financial accounting system adequate to provide management information and meet reporting requirements shall be maintained.

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

- A system of effective internal controls will be maintained that assures only properly authorized expenditures, recordings of financial transactions and accounting entries are executed.
- The City's financial records will be audited annually by an independent accounting firm as required by the City Charter.
- A Comprehensive Annual Financial Report (CAFR) shall be prepared each year within six months of the close of the previous fiscal year. The CAFR will be presented to the City Council in a Study Session in accordance with Council Policy B-6.
- The CAFR shall be prepared in accordance with generally accepted accounting principles applicable to local governments.
- The "Management Letter" presented by the City's independent accounting firm will be presented, with City staff's comments if applicable, to the City Council.

Basis of Accounting:

Governmental fund types are accounted for using the modified accrual basis of accounting. Revenues are recorded as received or accrued if they are both measurable and available to finance expenditures of the current period. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt, which are recorded when paid.

Proprietary fund types are accounted for using the accrual basis of accounting wherein revenues, unbilled or billed, are recognized in the accounting period in which they are earned, and expenses are recognized in the period liabilities are incurred. For budgetary purposes, capital projects are appropriated for the estimated cost of the total project. These financial uses of funds are not reflected as expenses in the City's financial statements but are capitalized and depreciated in accordance with generally accepted accounting principles.

Cost Allocation Plan:

The City prepares a cost allocation plan, to identify the costs associated with providing certain services. These indirect charges, noted as General Fund Administration on the fund schedules, reimburses the General Operating Fund for services such as those provided by the City Manager, Human Resources, City Attorney, Payroll, Purchasing, Accounts Payable and Information Technology. The full cost allocation plan delineates the basis of allocation by department which may include the total operating budget, the number of full-time equivalent positions per department, the number of work requests, square footage occupied, number of items processed, number of applicable devices, etc.

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

The City also prepares a cost allocation plan for the Water Fund similar to the General Fund plan.

Internal Service Funds:

The City also has six internal service funds that provide service to all major funds within the City and, in turn, charge these funds for the cost of providing services. Revenues received for providing services are noted as interfund service charges in the fund schedules.

Debt Management Policies:

- Long-term borrowing will be restricted to the funding of capital improvement projects and equipment. The use of long-term borrowing for ongoing operations shall be avoided.
- The term of the debt shall not exceed the expected useful life of the capital improvement project or equipment.
- Debt obligations will be met in a timely and efficient manner.
- The City will comply with all debt covenants.
- Good communications with bond rating agencies about its financial condition will be maintained.
- The City will not exceed its legal debt margin limit of 15 percent of assessed value of property within the City limits.
- Refunding techniques will be used where appropriate to allow for the restructuring of its current outstanding debt, to remove or change restrictive covenants, and/or to reduce annual debt service in an amount sufficient to justify the costs of the refunding/reissuance.

Risk Management Policies:

- The City will maintain an appropriate level of funding or insurance coverage for exposure to risks of financial loss through self-insurance, partial self-insurance, commercial insurance, or pooled insurance with other agencies, whichever form is the most cost effective in the long term. If self-insuring, stop loss insurance or pooled insurance should be acquired in order to minimize the amount of self-insured retention, or financial responsibility, at the lowest level that is cost effective. The form of insurance employed for different risks shall be periodically evaluated.

**SUMMARY OF  
FINANCIAL AND BUDGETARY POLICIES  
(Continued)**

- City property shall be appropriately insured or self-insured to cover the City's losses through theft, destruction, fire and other insurable perils.
- All liability-type losses and claims that occur with predictable frequency and which will not have a significant adverse impact on the City's financial position shall be self-insured to an appropriate level.
- An annual survey shall be made of all insurance and self-insurance to monitor and compare costs.
- The City shall be appropriately insured or self-insured for unemployment insurance.
- Workers' Compensation shall be insured or self-insured to an appropriate level and the program carried out according to State laws with the intent to care for the injured and preclude abuse to the extent allowable by law.
- A safe work environment shall be provided for employees.

## GLOSSARY

**Accounting System**—The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government.

**Accrual Basis of Accounting**—A method of accounting that recognizes the financial effect of transactions, events and interfund activities when they occur, regardless of the timing of related cash flows.

**Actual/Audited Actual**—The amount of expenditures, positions or revenues for the fiscal year as verified by the auditors.

**Actuarial Accrued Liability (AAL)**—The amount calculated by an actuary related to an incurred liability.

**ADA**—Americans with Disabilities Act.

**Adjusted**—Adopted plus/minus any midyear Council action.

**Adopted**—Formal action is taken by the City Council to set the financial plan (expenditures, revenues, positions) for the fiscal year.

**Adoption**—Formal action by the City Council to accept a plan, action or strategy, etc.

**Annual Budget**—The total budget for a given fiscal year as approved by City Council.

**Annual Required Contribution (ARC)**—Equal to the sum of the Normal Cost (NC) and Amortization of the Unfunded Actuarial Accrued Liability (UAAL). Used when discussing the Public Employees Retirement System (PERS) and Retirees' Health Insurance Program.

**Appropriation**—A legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.

**Assessed Value (AV)**—A value established by the County Assessor which approximates fair-market value of real or personal property or fair-market value at the time of sale, change in ownership or completion of construction adjusted by the annual California Consumer Price Index not to exceed 2.0% annually. By State law, 100 percent of the property value is used for determining the basis for levying property taxes.

**Bonds**—A legal promise to pay a sum of money on a specific date at a specified interest rate.

## **GLOSSARY (Continued)**

**Budget**—A financial plan identifying projected revenues, planned expenditures and levels of service.

**Budget Adjustment**— Any lawful change after the formal adoption of the budget.

**Capital Improvement Program or Project (CIP)**—Capital projects such as City buildings, General Plan update, park renovations, etc. These projects are usually multi-year and, thus, extend beyond the annual budget. The CIPs are supported by a five-year expenditure plan detailing funding sources and expenditure amounts.

**Capital Outlay (also referred to as Capital Equipment)**—Expenditures that result in the acquisition of assets with an estimated useful life of two or more years and a unit cost of \$3,000 or more (account classification 56100s).

**Capital Projects Fund**—Used to account for financial resources for the construction or acquisition of major capital facilities (other than those financed by Enterprise Funds). For the annual budget, only the Capital Project Funds that have annual budgets are included.

**Carryover Balance**—The difference between actual General Operating Fund (GOF) revenues received and actual GOF expenditures (operating balance), plus any other GOF one-time revenues or expenditures in a given fiscal year.

**CCPI**—California Consumer Price Index

**Certificates of Participation (COPs)**—Provides long-term financing through a lease, installment of sale agreement or loan agreement.

**COLA**—Cost-of-living adjustment.

**Community Development Block Grant (CDBG)**—A grant received by the Department of Housing and Urban Development.

**Component Units**—A portion of the City government.

**Consumer Price Index (CPI)**—A statistical measure of price levels provided by the U.S. Department of Labor signifying the cost-of-living and economic inflation.

**Contingency**—An amount set aside for emergency or unanticipated expenditure and revenue shortfall.

## **GLOSSARY (Continued)**

**Cost Recovery Program**—Service provided to a specific group or population where the fee is established to partially or fully offset the expenditures incurred for the program or service.

**Debt Retirement Costs**—Costs associated with the retirement of debt.

**Debt Service**—The payment of principal and interest on borrowed funds such as bonds.

**Debt Service Fund**—Government fund type used to account for the accumulation of resources for and the payment of interest and principal on a debt issue.

**Department**—The highest organizational unit with the City which is responsible for managing divisions or activities within a functional area.

**Discretionary Expenditure**—An expenditure that is not unavoidable.

**Division**—An organizational unit within a department that provides a specific service.

**Educational Revenue Augmentation Fund (ERAF)**—The mechanism used by the State to shift local taxes for the State's education funding commitments. This mechanism has been used three different times, thus the terms ERAF I, ERAF II and ERAF III.

**EIR**—Environmental Impact Report.

**Encumbrances**—Expenditure obligations of the City established when an agreement for services or goods is entered into. An encumbrance crosses fiscal years until the obligation is fully paid.

**Ending Balance**—A fund's accumulation of revenues over its expenditures available for appropriation.

**Enterprise Funds**—Used to account for an activity for which a fee or fees is charged to external users for goods or services. The City has three Enterprise (or Utility) Funds, Water, Wastewater and Solid Waste Management, that account for the water services, wastewater or sewer services, and refuse or trash services provided to residents and businesses in the City.

**Estimated Expenditures**—The amount of expenditures expected in the current fiscal year.

**Estimated Revenue**—The amount of revenue expected to be received in the current fiscal year.

## **GLOSSARY (Continued)**

**Expenditures** – The use of financial resources typically spent for goods or services.

**Fiscal Year** – A 12-month period specified for recording financial transactions. The City of Mountain View's fiscal year starts on July 1 and ends on the following June 30.

**Full-Time Equivalent (FTE)** – Part-time and hourly positions expressed as a fraction of full-time positions (2,080 hours per year). Example: 3 positions working 1/2 time equal 1-1/2 FTEs.

**Functions** – long-term goals of a department which are tied to performance measures.

**Fund** – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**Fund Balance** – The difference between assets and liabilities reported in a government fund.

**General Fund** – Accounts for the operations of the City which are not recorded in other funds.

**General Fund Budget Contingency Reserve** – A reserve set aside when uncertain economic conditions are anticipated to provide for financial flexibility.

**General Fund Reserve** – The reserve that provides a source of funding for necessary, but unanticipated, expenditures during the fiscal year, unanticipated revenue shortfalls, sources for interfund loans, emergencies and to generate ongoing interest earnings for the General Operating Fund.

**General Fund Reserves** – The combination of all General Fund Reserves.

**General Government** – A grouping of departments that support those which give direct service to the public.

**General Non-Operating Fund** – A "sub" fund of the General Fund which accounts for the limited-period revenues and expenditures of the General Fund.

## **GLOSSARY** **(Continued)**

**General Obligation Debt**—Debt issued by a government for the acquisition or improvement of real property. This debt must be approved by the voting community with a two-thirds vote in favor and is to be repaid from general taxes collected.

**General Operating Fund**—A "sub" fund of the General Fund which accounts for the ongoing annual operations of the City which are not recorded in other funds.

**Goals**—A set of criteria to be achieved within a certain time period.

**Governmental Funds**—Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the General Fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

**Grant Funds**—Moneys received from another government, such as the State or Federal government, usually restricted to a specific purpose.

**Gross**—Amount prior to any deductions.

**IFAS**—The accounting and budgetary system used by the City of Mountain View.

**Infrastructure**—A substructure or underlying foundation on which the continuance or growth of a community depends: roads, schools, transportation systems, etc.

**Initiative**—A petition signed by a certain minimum number of registered voters can force a public vote.

**Interdepartmental Charges**—Charges from one department or fund to another department or fund within the governmental entity.

**Interfund Expenditure**—An expenditure reported in one department or fund that is generated by another department or fund within the governmental entity.

**Interfund Transfers**—Movement of money from one fund to another within the City of Mountain View or component units of the City of Mountain View.

**Intergovernmental Revenue**—Grants, entitlements and cost reimbursements from another Federal, State or local governmental unit.

**Internal Service Fund**—Used to account for any activity that provides goods or services to other funds or departments on a cost reimbursement basis. The City uses Internal Service Funds for fleet maintenance, equipment replacement, Workers' Compensation, liability risk exposure, etc.

## **GLOSSARY (Continued)**

**Investment Portfolio**—The accumulation of all cash and investments regardless of source or ownership, placed in securities or vehicles for purposes of generating interest income.

**Labor Chargeback**—An account used to credit salaries and benefits when time is charged to a capital improvement project or another fund or department for services provided.

**Limited-Period Expenditure**—An expenditure that is of one-time or limited duration and not considered ongoing in nature.

**Maintenance and Operations**—Cost of upkeep and running of property or equipment (account classification 55200s).

**Materials and Supplies**—Expenditures for goods used to support operations (account classification 55100s).

**Measurement Focus**—Types of balances (and related changes) reported in a given set of financial statements (e.g., economic resources, current financial resources, assets and liabilities resulting from cash transactions).

**Mission Statement**—A broad direction based on the needs of the community. A mission is general and timeless; it is not concerned with a specific achievement in a given time period.

**Modified Accrual Basis of Accounting**—Basis of accounting according to which (a) revenues are recognized in the accounting period in which they become available and measurable; and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations which should be recognized when due. (NCGA Statement 1)

**Net**—Amount after consideration of any adjustments.

**Non-Discretionary Expenditure**—Unavoidable expenditure

**Normal Cost (NC)**—Represents the annual cost estimated for retirees' health benefits in the future for current employees.

**Objective**—Something aimed at or strived for.

## **GLOSSARY (Continued)**

**Operating Balance**—The balance of ongoing revenues and expenditures before one-time revenues or expenditures such as capital projects.

**Operating Budget**—Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled.

**Other Expenses**—All expenditures not recorded in other major account classifications (account classification 55500s).

**Other Funds**—The reference used for funds other than the General Fund (i.e., Special Revenue, Debt Service, Capital Projects, etc.).

**Overhire Position**—A position created for temporary use above the approved budgeted number of positions. This is used as an overlap when someone is retiring, out on disability, etc.

**Oversight Board**—Approves and directs certain actions of the Successor Agency to the Mountain View Revitalization Authority (SARA)

**Performance/Workload Measures**—Number or percentage of work category completed or performed. The performance/workload measures provide an indicator of the amount of work performed or measures the quality of effectiveness of work performed by a department or program from year to year.

**PERS**—Public Employees Retirement System.

**Personnel Services**—Salaries and benefits paid to City employees (account classification 54100-54300s).

**Position Classification**—Includes job titles, job grades and job families for an overall job level.

**Professional/Technical Services**—Expertise purchased from external sources (account classification 55400s).

**Projected Revenue**—The amount of revenue projected for the future fiscal year's budget.

**Property Tax Apportionment**—The allotment of direct taxes on the basis of population.

## **GLOSSARY (Continued)**

**Proposed Budget**—The initial plan for the fiscal year presented to the City Council before adoption.

**Proposition 4/GANN Initiative Limit**—The City is required, under Article XIII B of the State Constitution, to limit appropriations from proceeds of taxes. The annual appropriation limit is based on data received from the State, including various growth measures such as population, CPI and nonresidential construction changes.

**Proprietary Funds**—Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

**Rebudget**—Funding for limited-period (one-time), capital outlay or equipment replacement items carried over from the current fiscal year to the next fiscal year with Council approval.

**Recognized Obligation Payment Schedule (ROPS)**—Schedule of financial obligations of the former redevelopment agency for each six month period.

**Recommended Budget**—The preliminary spending plan for the fiscal year presented to the City Council in the Narrative Budget Report.

**Redevelopment Dissolution Act**—Legislation (ABX1 26) passed as part of the Fiscal Year 2011-12 State Budget dissolving redevelopment agencies effective February 1, 2012 and returning the property tax increment to schools, special districts, cities and counties. AB1484 clarified that June 1 property tax payments should also have been distributed to other taxing entities.

**Redevelopment Obligation Retirement (ROR)**—Fund established for winding down both the operation and administration of the former Revitalization Authority (Authority) and the Housing Set-Aside Program.

**Reserves**—Used to indicate that resources are not available for appropriation and subsequent spending, but is either for a specific purpose or to fund a liability.

**Revenue Enhancements**—Any action that increases current revenue sources or creates new ones.

**Salaries and Benefits**—The set of all City-related operating costs for personnel (e.g., salaries, wages, retirement, health, dental, etc.).

## **GLOSSARY (Continued)**

**Section 1103 of City Charter**—Mandates that the City Manager will send a careful estimate, in writing, detailing the amount of expenditures required to ensure the proper conduct of business at all levels the City Manager has control of and an estimate of incomes expected.

**Secured Debt**—Debt guaranteed by the pledge of assets or other collateral.

**Services and Supplies**—The set of all nonpersonnel-related operating costs (e.g., supplies, maintenance, utilities, services, etc.).

**Services to Other Departments**—Includes interdepartmental charges and credits received for work performed for another department or fund (account classification 54100).

**Shoreline Community**—The Shoreline Regional Park Community.

**Significant Changes**—Any change resulting in an increase in the budget of more than the expense guidelines provided by the City Manager.

**SMaRT® Station**—The copyright protected acronym used for the Sunnyvale Materials and Recovery Transfer Station.

**Special Assessment**—Compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

**Special Revenue Funds**—Governmental fund type used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted for specified purposes.

**Structural Deficit**—The deficit that occurs when there is an imbalance between ongoing revenues and ongoing expenditures.

**Structurally Balanced Budget**—Ongoing revenues are greater than or equal to ongoing expenditures.

**Successor Agency to the Mountain View Revitalization Authority (SARA)**—The agency responsible for making all enforceable obligation payments.

**Supplemental Educational Revenue Augmentation Fund (SERAF)**—A one-time (two year) State mandated shift of local taxes from redevelopment agencies for the State's education funding commitments.

## **GLOSSARY (Continued)**

**TABs**—Tax Allocation Bonds. Bonds issued by a government agency secured by the agency's pledge of tax revenues.

**Taxes**—Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

**Unfunded Actuarial Accrued Liability (UAAL)**—The portion of the AAL that does not have funds set aside toward this liability. Used in reference to the PERS system and Retirees' Health Insurance Program.

**Unsecured Debt**—Obligation not backed by the pledge of specific collateral.

**Utilities**—A public service such as gas, electricity or water. Also used to account for expenditures for services such as gas, electricity, water, refuse collection, etc. (account classification 55300s).

**Utility Funds**—See Enterprise Funds.

**Utility Rolls**—Utility property assessed by the State Board of Equalization.

**Vehicle License Fee (VLF)**—Established in 1953 as a uniform statewide tax, the VLF is a tax on the ownership of a registered vehicle in place of taxing vehicles as personal property. By law, all revenues from the VLF fund city and county services, but the state legislature controls the tax rate and the allocation among local governments. In 2004, the Legislature permanently reduced the VLF tax rate and eliminated state general fund backfill to cities and counties. Instead, cities and counties now receive additional transfers of property tax revenues in lieu of VLF. In 2011 the legislature eliminated all VLF allocations to local agencies in order to fund COP's grant, booking fee subvention and other safety related grants.

**VTa**—Valley Transportation Authority.

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